



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
[www.ladpw.org](http://www.ladpw.org)

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **AS-0**

April 28, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**TRASH-FREE CHANNEL – EAST AREA  
TRASH-FREE CHANNEL – SOUTH AREA  
TRASH-FREE CHANNEL – WEST AREA  
ALL SUPERVISORIAL DISTRICTS  
3 VOTES**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the contract work is exempt from the provisions of the California Environmental Quality Act (CEQA).
2. Award the contracts for "Trash-Free Channel – East Area," "Trash-Free Channel – South Area," and "Trash-Free Channel – West Area" in an annual amount not to exceed \$225,000 for each contract to The Resource Collection, located in Hawthorne, California. These contracts will be for an initial term of seven months commencing on June 1, 2005, with two 1-year renewal options, not to exceed a total of thirty-one months. Notwithstanding the contract term, all services shall be performed during the months June through December for the contract's initial term and during the months April through December for the two renewal terms. Funds are available in the Flood District's Fund.
3. Delegate authority to the Acting Director of Public Works to expend up to 20 percent of the annual contract sum for unforeseen additional work within the scope of work of the contract, if required.

4. Delegate authority to the Acting Director to execute the contracts and to renew one or more of them for each additional renewal option, if, in the opinion of the Acting Director, renewal is warranted; or to terminate one or more of them, if, in the opinion of the Acting Director, it is in the best interest of the County to do so.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The work to be performed will consist of patrolling the service areas and removing all trash and debris, as needed, from various flood control channels in the Flood Control District's East, South, and West areas during the nine driest months of each year. The purpose of this action is to continue contracting for these services.

#### **Implementation of Strategic Plan Goals**

The award of these contracts is consistent with the County Strategic Plan Goals of Service Excellence and Organizational Effectiveness, as the contractor has the specialized expertise to provide this service accurately, efficiently, timely, and in a responsive manner.

#### **FISCAL IMPACT/FINANCING**

These contracts are for an annual amount of \$225,000 for each area plus 20 percent for unforeseen, additional work within the scope of work of the contract. This amount is based on the unit prices quoted by the contractor and our estimated annual utilization of the contractor's services. These contracts will commence upon June 1, 2005, for an initial period of seven months. With the Board's delegated authority, the Acting Director may renew these contracts for a total contract period not to exceed thirty-one months.

Financing for these services is included in the Public Works' 2004-05 Flood District Fund. In addition, should an unanticipated need arise in other Public Works funds, we will finance these services from the appropriate fund source. However, total annual expenditures for these services will not exceed the amount approved by your Board. There will be no impact on net County cost.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Prior to the Acting Director executing these contracts, which are substantially reflected in Enclosure A, the contractor will sign and County Counsel will review it as to form.

Public Works has evaluated and determined that the Living Wage Program (Los Angeles County Code Chapter 2.201) does not apply to these recommended contracts which are for services required on an as-needed and intermittent basis.

### **ENVIRONMENTAL DOCUMENTATION**

These services are categorically exempt from the CEQA as specified in Class 1 (e), (f), and (o) of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, Synopsis 57.

### **CONTRACTING PROCESS**

On February 28, 2005, Public Works solicited proposals from 500 independent contractors and community business enterprises to accomplish this work. Also, a notice of the Request for Proposals (RFP) was placed on the County's bid website (Enclosure B) and an advertisement was placed in the Los Angeles Times.

On March 21, 2005, nine proposals each were received for the East and West Areas, and eight proposals were received for the South Area. The proposals were first reviewed to ensure they met the mandatory requirements outlined in the RFP. Proposals from Executive Suite Services, Inc. for the East and South Areas were rejected for not submitting the required complete Schedule of Prices forms. The remainder of the proposals having met these requirements, were then evaluated by an evaluation committee consisting of Public Works staff. The committee's evaluation was based on criteria described in the RFP, which included price, references, experience, and work plan. Based on this evaluation, it is recommended that these contracts be awarded to the most responsive and responsible proposer, The Resource Collection, located in Hawthorne, California.

Enclosure C reflects the proposers' minority participation. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

These contracts contain Board-approved contract terms and conditions regarding employee notification of the Federal-earned income tax credit, contractor responsibility and debarment, jury service requirements, nonpayment for services received after contract expiration or termination, the Safely Surrendered Baby Law, and the services contract solicitation protest policy.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers'

The Honorable Board of Supervisors  
April 28, 2005  
Page 4

Compensation insurance will be obtained from the contractor before any work is assigned.

As requested by your Board, the contractor has submitted a safety record that reflects that activities conducted by the contractor in the past have been according to reasonable standards of safety.

In accordance with the Chief Administrative Officer's June 15, 2001, instructions, this is Public Works' assurance that this contractor will not be requested to perform services which will exceed the contract's approved amount, scope of work, and/or terms.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The award of these contracts will not result in the displacement of any County employees, as these services are presently contracted with the private sector.

**CONCLUSION**

One approved copy of this letter is requested.

Respectfully submitted,

DONALD L. WOLFE  
Acting Director of Public Works

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Enc. 3

cc: Chief Administrative Office+  
County Counsel



SAMPLE AGREEMENT FOR  
TRASH-FREE CHANNEL – EAST AREA

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2005, by and between the Los Angeles County Board of Supervisors, acting as the governing body of the Los Angeles County Flood Control District ("District"), and The Resource Collection, a California Corporation, hereinafter referred to as "Contractor."

WITNESSETH:

FIRST: That the Contractor, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said County of the Contractor's Proposal filed with the County on the \_\_\_\_ day of \_\_\_\_\_, 2005, hereby agrees to provide services as described in the attached specifications for Trash-Free Channel – East Area, including but not limited to Exhibit A, Scope of Work.

SECOND: That this Agreement, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Various Channel Maps, Exhibit D, Channel Right of Way, Exhibit E, Trash-Free Channel Report, Exhibit F, Internal Revenue Service Notice 1015; Exhibit G, Safely Surrendered Baby Law Posters; Addenda to the Request for Proposals; and the Contractor's Proposal, all attached hereto, are incorporated herein, and are agreed by the District and the Contractor to constitute an integral part of the Contract documents.

THIRD: That the District agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract's specifications to the satisfaction of the Acting Director of Public Works, to pay the Contractor pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2, an annual amount not to exceed \$ \_\_\_\_\_, plus 15 percent for dump fees, or such greater amount as the Board may approve.

FOURTH: That this Contract's initial term shall be for a period of seven months commencing on June 1, 2005, through December 31, 2005. At the discretion of the District, this Contract may be extended for two optional Contract terms, from January 1, 2006, through December 31, 2006 for the first optional Contract period, and from January 1, 2007, through December 31, 2007, for the second optional Contract period, not to exceed a total Contract period of thirty-one months. Notwithstanding the Contract term, all services shall be performed during the months June through December during this Contract's initial term and April through December during the two extended periods, except as the Director may require. The District, acting through the Director, may give a written notice of intent to extend the Contract at least 30 days prior to the end of each term. In addition, upon notice of at least 30 days, the Director may extend the final Contract term on a month-to-month basis, not to exceed a total of six months, for the convenience of the District.

FIFTH: That Public Works will make payment to the Contractor within 30 days of receipt of a properly completed invoice. Each invoice shall be in triplicate (original and two

copies) and shall include, but not be limited to this Contract's name and number and itemize by facility. The invoices shall be submitted to:

County of Los Angeles  
Department of Public Works  
Attention Fiscal Division, Accounts Payable  
P.O. Box 7508  
Alhambra, CA 91802-7508

SIXTH: That no cost-of-living adjustments shall be granted for the optional renewal periods.

SEVENTH: That in no event shall the aggregate total amount of compensation paid to the Contractor exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: That the Contractor shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. Contractor shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the Contractor's paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the Contractor shall immediately notify the Contract Manager in writing.

NINTH: That the Contractor understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The Contractor acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the Contractor earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

TENTH: That in the event that terms and conditions which may be listed in the Contractor's Proposal conflict with the County's specifications, requirements, terms and conditions herein, the County's provisions shall control and be binding.

ELEVENTH: That the Contractor agrees in strict accordance with the Contract specifications and conditions to meet the District's requirements.

TWELFTH: That this Contract constitutes the entire agreement between the District and the Contractor with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings.

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IN WITNESS WHEREOF, the District has, by order of its governing board, caused these presents to be subscribed by the Acting Director of Public Works, and the Contractor has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

LOS ANGELES COUNTY FLOOD  
CONTROL DISTRICT

By \_\_\_\_\_  
Acting Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
County Counsel

By \_\_\_\_\_  
Deputy

[NAME OF CONTRACTOR]

By \_\_\_\_\_  
Its President

\_\_\_\_\_  
Type or Print Name

By \_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Type or Print Name

SAMPLE AGREEMENT FOR  
TRASH-FREE CHANNEL – SOUTH AREA

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2005, by and between the Los Angeles County Board of Supervisors, acting as the governing body of the Los Angeles County Flood Control District ("District"), and The Resource Collection, a California Corporation, hereinafter referred to as "Contractor."

WITNESSETH:

FIRST: That the Contractor, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said County of the Contractor's Proposal filed with the County on the \_\_\_\_ day of \_\_\_\_\_, 2005, hereby agrees to provide services as described in the attached specifications for Trash-Free Channel – South Area, including but not limited to Exhibit A, Scope of Work.

SECOND: That this Agreement, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Various Channel Maps, Exhibit D, Channel Right of Way, Exhibit E, Trash-Free Channel Report, Exhibit F, Internal Revenue Service Notice 1015; Exhibit G, Safely Surrendered Baby Law Posters; Addenda to the Request for Proposals; and the Contractor's Proposal, all attached hereto, are incorporated herein, and are agreed by the District and the Contractor to constitute an integral part of the Contract documents.

THIRD: That the District agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract's specifications to the satisfaction of the Acting Director of Public Works, to pay the Contractor pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2, an annual amount not to exceed \$\_\_\_\_\_, plus 15 percent for dump fees, or such greater amount as the Board may approve.

FOURTH: That this Contract's initial term shall be for a period of seven months commencing on June 1, 2005, through December 31, 2005. At the discretion of the District, this Contract may be extended for two optional Contract terms, from January 1, 2006, through December 31, 2006 for the first optional Contract period, and from January 1, 2007, through December 31, 2007, for the second optional Contract period, not to exceed a total Contract period of thirty-one months. Notwithstanding the Contract term, all services shall be performed during the months June through December during this Contract's initial term and April through December during the two extended periods, except as the Director may require. The District, acting through the Director, may give a written notice of intent to extend the Contract at least 30 days prior to the end of each term. In addition, upon notice of at least 30 days, the Director may extend the final Contract term on a month-to-month basis, not to exceed a total of six months, for the convenience of the District.

FIFTH: That Public Works will make payment to the Contractor within 30 days of receipt of a properly completed invoice. Each invoice shall be in triplicate (original and two

copies) and shall include, but not be limited to this Contract's name and number and itemize by facility. The invoices shall be submitted to:

County of Los Angeles  
Department of Public Works  
Attention Fiscal Division, Accounts Payable  
P.O. Box 7508  
Alhambra, CA 91802-7508

SIXTH: That no cost-of-living adjustments shall be granted for the optional renewal periods.

SEVENTH: That in no event shall the aggregate total amount of compensation paid to the Contractor exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

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NINTH: That the Contractor understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The Contractor acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the Contractor earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

TENTH: That in the event that terms and conditions which may be listed in the Contractor's Proposal conflict with the County's specifications, requirements, terms and conditions herein, the County's provisions shall control and be binding.

ELEVENTH: That the Contractor agrees in strict accordance with the Contract specifications and conditions to meet the District's requirements.

TWELFTH: That this Contract constitutes the entire agreement between the District and the Contractor with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings.

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IN WITNESS WHEREOF, the District has, by order of its governing board, caused these presents to be subscribed by the Acting Director of Public Works, and the Contractor has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

LOS ANGELES COUNTY FLOOD  
CONTROL DISTRICT

By \_\_\_\_\_  
Acting Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
County Counsel

By \_\_\_\_\_  
Deputy

[NAME OF CONTRACTOR]

By \_\_\_\_\_  
Its President

\_\_\_\_\_  
Type or Print Name

By \_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Type or Print Name

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SAMPLE AGREEMENT FOR  
TRASH-FREE CHANNEL – WEST AREA

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2005, by and between the Los Angeles County Board of Supervisors, acting as the governing body of the Los Angeles County Flood Control District ("District"), and The Resource Collection, a California Corporation, hereinafter referred to as "Contractor."

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SECOND: That this Agreement, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Various Channel Maps, Exhibit D, Channel Right of Way, Exhibit E, Trash-Free Channel Report, Exhibit F, Internal Revenue Service Notice 1015; Exhibit G, Safely Surrendered Baby Law Posters; Addenda to the Request for Proposals; and the Contractor's Proposal, all attached hereto, are incorporated herein, and are agreed by the District and the Contractor to constitute an integral part of the Contract documents.

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LOS ANGELES COUNTY FLOOD  
CONTROL DISTRICT

By \_\_\_\_\_  
Acting Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
County Counsel

By \_\_\_\_\_  
Deputy

[NAME OF CONTRACTOR]

By \_\_\_\_\_  
Its President

\_\_\_\_\_  
Type or Print Name

By \_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Type or Print Name

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## SCOPE OF WORK

A. Public Works' Contract Manager

Public Works' Contract Manager will be Gus Nakhoul of Flood Maintenance Division, who may be contacted at (626) 458-4152, Monday through Thursday, 7 a.m. to 5:30 p.m. The Contract Manager is Public Works' only employee authorized to request work of the Contractor. However, Mr. Nakhoul will be assisted by an on-site East Area representative who will be name prior to the start of this Contract. From time to time, Public Works may change Contract Managers. The Contractor will be notified in writing when there is a change in the Contract Manager.

B. Work Location

Following is a description of each facility included in this Contract. (See Maps, Exhibits C.1-14). The terms right bank and left bank on channels are based on the observer looking downstream.

1. **Alhambra Wash Channel:** The limits shall be from Valley Boulevard STA.171+30 downstream to Rio Hondo Channel Confluence STA.18+76.41. (Exhibit C.1)
2. **Arcadia Wash - East Branch:** The limits shall be from Orange Grove Avenue (TG 567-C3); W/o Rodeo Road STA.107+34 to Arcadia Wash Main Branch confluence D/S (TG 567-C6); STA.46+10. (Exhibit C.2)
3. **Arcadia Wash - Lima Branch:** The limits shall be from Orange Grove Avenue (TG 566-A1); E/o Lima Street STA.283+36 to D/S STA.164+75 S/o Campus Drive (TG 567-C6). (Exhibit C.3)
4. **Arcadia Wash - Main Branch:** The limits shall be from Huntington Drive U/S (TG 567-B6); STA.164+75 to Rio Hondo Channel Confluence D/S (TG 597-D5); STA.17+44. (Exhibit C.4)
5. **Arroyo Seco Channel:** The limits shall be from the north end of the Brookside Golf Course TG (535-E7); approximately 500 feet S/o 210 Fwy Bridge to 400 feet S/o Holly Street Bridge (TG 565-F4); S/o Colorado Boulevard Bridge (TG 565-F5) to the Confluence with the Los Angeles River (TG 594-J7). (Exhibit C.5)
6. **Big Dalton Wash:** The limits shall be from the Big Dalton Debris Basin (TG 569-H2); N/o Sierra Madre Avenue STA.568+86 to Walnut Creek Confluence D/S (TG 638-B1); STA.7+00. (Exhibit C.6)

7. **Eaton Wash:** The limits shall be from Eaton Dam (TG 537-H7); STA.407+63 to Rio Hondo Channel Confluence D/S (TG 637-A1); STA.9+94. (Exhibit C.7)
8. **Little Dalton Wash:** The limits shall be from Little Dalton Spreading Grounds (TG 569-G3); E/o Loraine Avenue STA.343+04 to Big Dalton Wash Confluence D/S (TG 569-H3); W/o Vincent Avenue STA.24+49. (Exhibit C.8)
9. **Puente Creek:** The limits shall be from 3800 feet; E/o Valinda Avenue at Confluence (TG 638-G6) to San Jose Creek Confluence D/S (TG 638-A7); STA.5+56. (Exhibit C.9)
10. **Rubio Wash:** The limits shall be from the Spillway of Rubio Debris Basin (TG 536-B4) to Altadena Golf Course DRI (TG 536 C6); Portions of open channel East and West of Meredith Avenue N/o of Del Mar Boulevard and S/o Keystone Street (TG 566-C4); from 200 feet E/o Winston Avenue on Robles Avenue (TG 566-E7) to Rio Hondo Channel Confluence D/S (TG 636-J1). (Exhibit C.10)
11. **Santa Anita Wash:** The limits shall be from the Santa Anita Debris Basin U/S of Elkins Avenue (TG 567-E1); STA.289+36 to Rio Hondo Spreading Basin S/o Live Oak Avenue (TG 597-E2); STA.32+18. (Exhibit C.11).
12. **Sawpit Wash Channel:** The limits shall be from the crest of the spillway (Channel Station 1133+66.99) at Sawpit Debris Basin to the beginning of Peck Pit STA.872+35.00. (Exhibit C.12)
13. **Walnut Creek Inlet Channel:** The limits shall be from STA.484+60.09 (Upstream of Covina Hills Rd.) to Baldwin Park Boulevard STA.73+00.00. (Exhibit C.13 & 14)

Included in Exhibits C.1 through C.14 and D are plan sheets showing the location of the flood control facilities and the limits included in this Contract. These plans shall be used only to locate the site and do not contain sufficient information to represent the actual site conditions.

The plans, specifications, and other contract documents will govern the work. These contract documents are intended to be complementary and cooperative and to describe and provide for a complete project. Anything in the specifications and not on the plans, or on the plans and not in the specifications, shall be as though shown or mentioned in both.

The Contractor shall ascertain the existence of any conditions affecting the cost of the work which would have been disclosed by reasonable examination of the site.

C. Work Description

1. General Statement

The work shall be performed in accordance with these specifications and the plans (Exhibits C and D). The Contractor shall perform all work necessary to complete this Contract in a satisfactory manner and shall provide all personnel, supervision, tools, supplies, materials, equipment, transportation, and other incidentals necessary to perform the work.

The Contractor shall conduct at least weekly patrols at each facility (Exhibit A, Paragraph B, Work Location) and remove all trash discovered within 48 hours. It is anticipated that this will constitute the majority of work to be performed under this Contract. The Contractor shall also be available at all reasonable times to report and confer with Public Works with respect to these trash removal services.

The term "trash" shall be synonymous and interchangeable with "debris" and shall include, but not be limited to the following description:

- a. All paper, styrofoam, shopping carts, tires, furniture, waste, bottles, cans, concrete pieces, wood scraps, construction debris, and other solid man-made material.
- b. All tree cuttings, trimmings, and fallen trees and branches.
- c. All dead foliage, dead shrubs, dead vines, dead trees, fallen leaves, and other organic material.

2. Communications

Minimally, the Contractor shall provide telephone answering service and FAX, within the County, 8 a.m. to 5 p.m., Monday through Friday, except on legal holidays, to receive instructions, information, complaints, and other communication from Public Works. Additionally, note emergency communication requirement in this Exhibit's paragraph C.3.h, below.

3. Trash Removal Service

- a. The Contractor's on-site supervisor shall have a thorough knowledge of the needs of Public Works' Zero-Tolerance Plan for the Flood Control District's facilities and these specifications, terms, conditions, and requirements.
- b. The Contractor shall log all trash removal requests. These requests are in addition to weekly patrols. Response shall be in the following priority:

- i. Requests from the Supervisorial District Staff.
- ii. Requests from the Contract Manager or the East Area representative.
- c. The Contractor shall maintain a zero-tolerance policy for the work location in accordance with the Contractor's Work Plan. The Contractor shall follow its Work Plan throughout the entire Contract unless otherwise approved in writing by the Contract Manager. In addition, the Contractor shall:
  - i. Respond to East Area's Contract Manager's priority assignments within 24 hours (seven days per week).
  - ii. Remove trash from the work location within 48 hours of its deposit, Monday through Friday.
  - iii. Patrol the work location as necessary to maintain trash-free channels.
  - iv. Contract services shall be performed from June 1, 2005, through December 31, 2005, during this Contract's initial period, from April 1, 2006, through December 31, 2006, during this Contract's first extended period, and from April 1, 2007, through December 31, 2007, during this Contract's second extended period.
- d. The Contractor shall provide Public Works with trash-free channel reports (Exhibit E) no later than the fifth day of each month with the monthly invoice. The monthly report shall indicate the number and source of crews utilized, hours worked, requests and constituent complaints, and the amount of trash removed (tons). The Contractor shall submit the monthly report to receive payment for services provided. Trash removal work requests shall originate as described in this section and all completion reports from the Contractor shall be given to the Contract Manager who may perform quality control inspections.
- e. All debris produced from the trash removal services specified herein shall be removed by the Contractor from County property and rights of way and hauled away each day. Failure of the Contractor to comply with the Contract Manager's cleanup orders may result in an order to suspend work until the condition is corrected. No additional compensation will be allowed as a result of such suspension. No trash or debris is to be stockpiled within Public Works' rights of way. The Contractor shall dispose of all

material removed at an approved landfill. The Contractor shall submit all waste disposal receipts obtained from the landfill on a monthly basis to the Contract Manager. The Contractor shall be reimbursed by Public Works for all dump fees based upon the receipts submitted. Transportation costs to and from the landfill sites shall be included in the Contractor's Total Proposed Price to maintain trash removal as listed in Form PW-2, Schedule of Prices. If the Contractor wants to divert any or all of the removed material for the purpose of composting, recycling, weed abatement, etc., the Contractor shall make arrangements to accurately weigh the material and report to the Contract Manager the weight and facility or location where the material was diverted. This shall be reported to the Contract Manager no later than the fifth day of each month with the totals also included in the monthly report.

- f. Typical trash removal sites include, but are not limited to channel bottoms, side drain outlet structures, weep holes, subdrain outlets, under bridges, concrete embankments/slopes, and access roads. At side drain outlet structures, trash removal shall be limited to what the Contractor's employees can reach with a shovel or other hand tools. At no time shall the Contractor or its employees enter any side drain outlet structures.
- g. The Contractor shall not allow any debris from its operations under this Contract to be deposited into any drain vaults, catch basins, street gutters, or storm drain systems in violation of the National Pollutant Discharge Elimination System (NPDES) Permit.
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Hours of service shall be based on a 40-hour work week. Flexibility and responsiveness are required to comply within this Exhibit's paragraph C.1, Work Description - General Statement. When legal holidays occur, the service shall be completed before or after such holiday.

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The Contractor shall commence work in accordance with its Work Plan as submitted in its Proposal. Any adjustments to the Work Plan shall be approved by the Contract Manager 24 hours in advance of the work. The Work Plan shall

reflect completion of all work under this Contract within the specified time and in accordance with these specifications.

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If, for any reason, the Contractor elects to encroach upon other lands, the Contractor shall first obtain written permission from the owner and provide evidence of such permission in writing to the Contract Manager prior to entering upon such lands. In performing any work or doing any activity on lands outside of public rights of way, the Contractor shall comply with all applicable Federal, State, and local laws, ordinances, and regulations.

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If, as determined by the Contract Manager, the Contractor is not prosecuting the work in a satisfactory manner or is not providing for public safety and traffic, the Contract Manager will notify the Contractor of such unsatisfactory conditions and will indicate when corrective work shall be completed. If the Contractor fails to comply, Public Works may elect to do the work or have the work performed by others and deduct the cost thereof from monies due to the Contractor. Such action will not relieve the Contractor from liability.

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The work may be inspected by the Contract Manager for acceptance upon receipt of the Contractor's written assertion that the work has been completed.

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The Contractor shall provide and maintain portable enclosed toilets if needed for the use of employees engaged in the work. These accommodations shall be maintained in a neat and sanitary condition.

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Contractor shall supply their personnel with safety equipment, such as glasses, gloves, head gear, skin creams, respirators, etc.

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2. Reflective safety vests shall be worn at all times by those removing trash from Flood Control facilities.
3. Horseplay, shoving, pushing, etc., shall not be allowed.
4. Use of drugs or alcohol while performing these trash removal services is prohibited.
5. All vehicles and equipment used by the Contractor within the channel rights of way shall bear the name and phone number of the Contractor.

Q. The Contractor's Representative

Before starting the work, the Contractor shall designate, in writing, a representative who shall have complete authority to act for the Contractor. An alternate representative may be designated. Any order or communication given to this representative shall be deemed delivered to the Contractor. A joint venture or partnership shall designate only one representative and alternate.

In the absence of the Contractor or its designated representative, necessary or desirable directions or instructions may be given by the County Contract Manager to the superintendent or person having charge of the specific work to which the order applies. Such order shall be complied with promptly and referred to the Contractor or its representative.

In order to communicate with Public Works, the Contractor's representative, superintendent, or person having charge of specific work shall be able to speak, read, and write the English language.

R. Best Management Practices

Best Management Practices shall be defined as any program, technology, process, sitting criteria, operating method, measure, or device which controls, prevents, removes, or reduces the pollution of storm water. The Contractor shall obtain and refer to the California Storm Water Best Management Practice Handbooks, Volume 3 Construction BMP Handbook. This publication is available from:

Blue Print Service  
1700 Jefferson Street  
Oakland, CA 94612  
Telephone (510) 287-5485  
Fax (510) 444-1262

County of Los Angeles  
Department of Public Works  
Cashier Office (Mezzanine)  
900 South Fremont Avenue  
Alhambra, CA 91803  
Telephone (626) 458-6959

The Contractor shall have a minimum of two readily accessible copies of this publication on the project site at all times.

The Contractor shall implement the following BMPs for the prevention of storm water pollution in conjunction with all its activities and operations:

WASTE MANAGEMENT

- CA 020 Solid Waste Management
- CA 021 Hazardous Waste Management
- CA 024 Sanitary/Septic Waste Management

VEHICLE AND EQUIPMENT MANAGEMENT

- CA 030 Vehicle and Equipment Cleaning
- CA 031 Vehicle and Equipment Fueling
- CA 032 Vehicle and Equipment Maintenance

TRAINING

CA 040 Employee/Subcontractor Training

Additional BMPs may be required as a result of a change in actual field conditions, Contractor's activities, or construction operations. When more than one BMP is listed under each specific BMP category, the Contractor shall select the appropriate and necessary number of BMPs within each category in order to achieve the BMP objective.

The Contractor, as a permittee, is subject to enforcement actions by the State Water Resources Control Board, Environmental Protection Agency, and private citizens. The County will deduct, from payments due the Contractor, the total amount of any fines levied on the County, plus legal and staff costs, as a result of the Contractor's lack of compliance with these provisions and/or less than complete implementation of the specified BMPs.

S. Protection and Restoration of Existing Improvements

The Contractor shall be responsible for the protection of public and private property and shall exercise due caution to avoid damage to such property. All property damage resulting from the Contractor's operations shall be repaired within three days at the Contractor's expense and to the satisfaction of the Contract Manager. All costs to the Contractor for protecting and restoring existing improvements shall be included in the Total Proposed Price.

T. Public Convenience and Safety

The Contractor's operations shall cause no unnecessary public inconvenience. The Contractor shall be responsible for the safety of equipment, material, and personnel under the Contractor's jurisdiction during the work. The County's inspection of the work shall not be considered an approval of the Contractor's safety measures. The Contractor shall be solely responsible for complying with all Federal, State, and local laws, ordinances, and regulations which are applicable to the work.

U. Conduct of Personnel

The Contractor and the Contractor's employees shall conduct themselves in a manner consistent with Public Works standards while performing work under this Contract. Behavior such as horse-play, taunting of animals, offensive language, gestures, or actions, etc., is unacceptable and will not be tolerated. The Contractor shall be responsible for ensuring that all personnel under its supervision conduct themselves in such a way that creates a good public image. All contact with the public and Public Works employees shall be made in a courteous and businesslike manner.

V. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program (IIPP) and Code of Safe Practices (CSP). The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

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## SCOPE OF WORK

A. Public Works' Contract Manager

Public Works' Contract Manager will be Gus Nakhoul of Flood Maintenance Division, who can be contacted at (626) 458-4152, Monday through Thursday, 7 a.m. to 5:30 p.m. The Contract Manager is Public Works' only employee authorized to request work of the Contractor. However, Mr. Nakhoul will be assisted by an on-site South Area representative who will be name prior to the start of this Contract. From time to time, Public Works may change Contract Managers. The Contractor will be notified in writing when there is a change in the Contract Manager.

B. Work Location

Following is a description of each facility included in this Contract. (See Maps, Exhibits C.1-13). The terms right bank and left bank on channels are based on the observer looking downstream.

1. **Compton Creek:** The limits shall be from Main Street (TG 704-C5) d/s to 121st Street (TG 704-F7).
2. **Project 21:** The limits shall be from Norwalk Boulevard (TG 766-J5) d/s to the confluence with Coyote Creek (TG 796-J1).
3. **Project 130:** The limits shall be from Dominguez Gap Spreading Grounds (u/s of double RCB – TG 765-C5) to Linden Avenue (TG 765-E3) and from Atlantic Avenue to e/o Walnut Avenue at the UPRR tracks (TG 765-F3).
4. **Dominguez Channel:** The limits shall be from 120th Street (TG 733-F1) to Vermont Avenue (TG 764-B1).
5. **Ballona Creek:** The limits shall be from Redondo Boulevard (TG 633-C5) STA.483+73 to Washington Boulevard d/s (TG 632-J7) STA.391+02; from La Salle Avenue (TG 672-H2) STA.304+00 to Centinela Creek Confluence (TG 672-D7) STA.48+36
6. **Centinela Creek Channel:** The limits shall be from La Tijera Boulevard (TG 702-J1) STA.214+06 to Ballona Creek(TG 672-D7) STA. 9+00.
7. **PD 669:** The limits shall be from Central Avenue (TG 764-G3) STA.69+51 to Dominguez Channel Confluence d/s (TG 764-D4) STA.0+00.
8. **Project 1232:** The limits shall be from Main Street (TG 764-C7) STA.69+10 to Dominguez Channel (TG 764-G7) STA.0+00.
9. **Project 9 - Unit 2 Line E:** The limits shall be from Candlewood Street (TG 766-D3) STA.177+84 to Woodruff Avenue/Los Cerritos Channel d/s (TG 796-D2) STA.0+18.
10. **Project 9 - Unit 3 Line C:** The limits shall be from Lakewood Boulevard (TG 766-A7) to Clark Avenue d/s (TG 766-B7) STA.14+38.

11. **Project 9 - Unit 3 Line D:** The limits shall be from 650 feet w/o Lakewood Boulevard (TG 796-A1) STA.42+36 to Project 9 Line A (TG 796-A1) STA.1+29.
12. **Project 9 - Unit 1 Line F:** The limits shall be from 600 feet w/o Clark Street (TG 796-B5) STA.109+48 to Bellflower Boulevard (TG 796-C5) STA.71+69.
13. **Santa Monica Canyon Channel:** The limits shall be from Sunset Boulevard (TG 631-E3) STA.166+88 to Rivera Country Club (TG 631-D4) STA.132+00; from Rivera Country Club (TG 631-D4) STA.75+87 to Pacific Coast Highway. (TG 631-B7) STA.15+00.
14. **Sepulveda Channel:** The limits shall be from Queensland Street (TG 672-G1) STA.159+89 to Venice Boulevard (TG 672-D3) STA.94+40; from Washington Boulevard (TG 672-D4) STA.54+42 to Ballona Creek (TG 672-F5) STA.11+93.
15. **Wilmington Drain - East Channel:** The limits shall be from Sepulveda Boulevard (TG 794-C2) STA.177+05 to Harbor Freeway (TG 794-B3) STA.141+20.
16. **Wilmington Drain - West Channel:** The limits shall be from Sepulveda Boulevard (TG 794-B2) STA.72+13 to Harbor Freeway (TG 794-B3) STA.42+06.

Included in Exhibits C.1 through C.13 and D are plan sheets showing the location of the flood control facilities and the limits included in this Contract. These plans shall be used only to locate the site and do not contain sufficient information to represent the actual site conditions.

The plans, specifications, and other contract documents will govern the work. These contract documents are intended to be complementary and cooperative and to describe and provide for a complete project. Anything in the specifications and not on the plans, or on the plans and not in the specifications, shall be as though shown or mentioned in both.

The Contractor shall ascertain the existence of any conditions affecting the cost of the work which would have been disclosed by reasonable examination of the site.

#### C. Work Description

##### 1. General Statement

The work shall be performed in accordance with these specifications and the plans (Exhibits C and D). The Contractor shall perform all work necessary to complete this Contract in a satisfactory manner and shall

provide all personnel, supervision, tools, supplies, materials, equipment, transportation, and other incidentals necessary to perform the work.

The Contractor shall conduct at least weekly patrols at each facility (Exhibit A, paragraph B, Work Location) and remove all trash discovered within 48 hours. It is anticipated that this will constitute the majority of work to be performed under this Contract. The Contractor shall also be available at all reasonable times to report and confer with Public Works with respect to these trash removal services.

The term "trash" shall be synonymous and interchangeable with "debris" and shall include, but not be limited to the following description:

- a. All paper, styrofoam, shopping carts, tires, furniture, waste, bottles, cans, concrete pieces, wood scraps, construction debris, and other solid man-made material.
- b. All tree cuttings, trimmings, and fallen trees and branches.
- c. All dead foliage, dead shrubs, dead vines, dead trees, fallen leaves, and other organic material.

2. Communications

Minimally, the Contractor shall provide telephone answering service and FAX, within the County, 8 a.m. to 5 p.m., Monday through Friday, except on legal holidays, to receive instructions, information, complaints, and other communication from Public Works. Additionally, note emergency communication requirement in this Exhibit's paragraph C.3.h, below.

3. Trash Removal Service

- a. The Contractor's on-site supervisor shall have a thorough knowledge of the needs of Public Works' Zero-Tolerance Plan for the Flood Control District's facilities and these specifications, terms, conditions, and requirements.
- b. The Contractor shall log all trash removal requests. These requests are in addition to weekly patrols. Response shall be in the following priority:
  - i. Requests from the Supervisorial District Staff.
  - ii. Requests from the Contract Manager or the South Area representative.



- c. The Contractor shall maintain a zero-tolerance policy for the work locations in accordance with the Contractor's Work Plan. The Contractor shall follow its Work Plan throughout the entire Contract unless otherwise approved in writing by the Contract Manager. In addition, the Contractor shall:
  - i. Respond to South Area's Contract Manager's priority assignments within 24 hours (seven days per week).
  - ii. Remove trash from the work locations within 48 hours of its deposit, Monday through Friday.
  - iii. Patrol the work locations as necessary to maintain trash-free channels.
  - iv. Contract services shall be performed from June 1, 2005, through December 31, 2005, during this Contract's initial period, from April 1, 2006, through December 31, 2006, during this Contract's first extended period, and from April 1, 2007, through December 31, 2007, during this Contract's second extended period.
- d. The Contractor shall provide Public Works with trash-free channel reports (Exhibit E) no later than the fifth day of each month with the monthly invoice. The monthly report shall indicate the number and source of crews utilized, hours worked, requests and constituent complaints, and the amount of trash removed (tons). The Contractor shall submit the monthly report to receive payment for services provided. Trash removal work requests shall originate as described in this section and all completion reports from the Contractor shall be given to the Contract Manager who may perform quality control inspections.
- e. All debris produced from the trash removal services specified herein shall be removed by the Contractor from County property and rights of way and hauled away each day. Failure of the Contractor to comply with the Contract Manager's cleanup orders may result in an order to suspend work until the condition is corrected. No additional compensation will be allowed as a result of such suspension. No trash or debris is to be stockpiled within Public Works' rights of way. The Contractor shall dispose of all material removed at an approved landfill. The Contractor shall submit all waste disposal receipts obtained from the landfill on a monthly basis to the Contract Manager. The Contractor shall be reimbursed by Public Works for all dump fees based upon the receipts submitted. Transportation costs to and from the landfill

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Before starting the work, the Contractor shall designate, in writing, a representative who shall have complete authority to act for the Contractor. An alternate representative may be designated. Any order or communication given to this representative shall be deemed delivered to the Contractor. A joint venture or partnership shall designate only one representative and alternate.

In the absence of the Contractor or its designated representative, necessary or desirable directions or instructions may be given by the County Contract Manager to the superintendent or person having charge of the specific work to which the order applies. Such order shall be complied with promptly and referred to the Contractor or its representative.

In order to communicate with Public Works, the Contractor's representative, superintendent, or person having charge of specific work shall be able to speak, read, and write the English language.

R. Best Management Practices

Best Management Practices shall be defined as any program, technology, process, sitting criteria, operating method, measure, or device which controls, prevents, removes, or reduces the pollution of storm water. The Contractor shall obtain and refer to the California Storm Water Best Management Practice Handbooks, Volume 3 Construction BMP Handbook. This publication is available from:

Blue Print Service  
1700 Jefferson Street  
Oakland, CA 94612  
Telephone (510) 287-5485  
Fax (510) 444-1262

County of Los Angeles  
Department of Public Works  
Cashier Office (Mezzanine)  
900 South Fremont Avenue  
Alhambra, CA 91803  
Telephone (626) 458-6959

The Contractor shall have a minimum of two readily accessible copies of this publication on the project site at all times.

The Contractor shall implement the following BMPs for the prevention of storm water pollution in conjunction with all its activities and operations:

WASTE MANAGEMENT

- CA 020 Solid Waste Management
- CA 021 Hazardous Waste Management
- CA 024 Sanitary/Septic Waste Management

VEHICLE AND EQUIPMENT MANAGEMENT

- CA 030 Vehicle and Equipment Cleaning
- CA 031 Vehicle and Equipment Fueling
- CA 032 Vehicle and Equipment Maintenance

TRAINING

- CA 040 Employee/Subcontractor Training

Additional BMPs may be required as a result of a change in actual field conditions, Contractor's activities, or construction operations. When more than one BMP is listed under each specific BMP category, the Contractor shall select the appropriate and necessary number of BMPs within each category in order to achieve the BMP objective.

The Contractor, as a permittee, is subject to enforcement actions by the State Water Resources Control Board, Environmental Protection Agency, and private citizens. The County will deduct, from payments due the Contractor, the total amount of any fines levied on the County, plus legal and staff costs, as a result of the Contractor's lack of compliance with these provisions and/or less than complete implementation of the specified BMPs.

S. Protection and Restoration of Existing Improvements

The Contractor shall be responsible for the protection of public and private property and shall exercise due caution to avoid damage to such property. All property damage resulting from the Contractor's operations shall be repaired within three days at the Contractor's expense and to the satisfaction of the Contract Manager. All costs to the Contractor for protecting and restoring existing improvements shall be included in the Total Proposed Price.

T. Public Convenience and Safety

The Contractor's operations shall cause no unnecessary public inconvenience. The Contractor shall be responsible for the safety of equipment, material, and personnel under the Contractor's jurisdiction during the work. The County's inspection of the work shall not be considered an approval of the Contractor's safety measures. The Contractor shall be solely responsible for complying with all Federal, State, and local laws, ordinances, and regulations which are applicable to the work.

U. Conduct of Personnel

The Contractor and the Contractor's employees shall conduct themselves in a manner consistent with Public Works standards while performing work under this Contract. Behavior such as horse-play, taunting of animals, offensive language, gestures, or actions, etc., is unacceptable and will not be tolerated. The Contractor shall be responsible for ensuring that all personnel under its supervision conduct themselves in such a way that creates a good public image. All contact with the public and Public Works employees shall be made in a courteous and businesslike manner.



V. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program (IIPP) and Code of Safe Practices (CSP). The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

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## SCOPE OF WORK

A. Public Works' Contract Manager

Public Works' Contract Manager will be Gus Nakhoul of Flood Maintenance Division, who may be contacted at (626) 458-4152, Monday through Thursday, 7 a.m. to 5:30 p.m. The Contract Manager is Public Works' only employee authorized to request work of the Contractor. However, Mr. Nakhoul will be assisted by an on-site West Area representative who will be named prior to the start of this Contract. From time to time, Public Works may change Contract Managers. The Contractor will be notified in writing when there is a change in the Contract Manager.

B. Work Location

Following is a description of each facility included in this Contract. (See Maps, Exhibits C.1-6). The terms right bank and left bank on channels are based on the observer looking downstream.

1. **Aliso Creek Channel:** The limits shall be from Aliso Debris Basin Spillway (TG 501-A1) to the Los Angeles River (TG 530-H6) including Wilbur Debris Retaining Inlet. Wilbur DRI requires hand-clearing of litter due to Army Corps of Engineers and Regional Water Quality Control Board permits.
2. **Browns Creek:** The limits shall be from u/s of Rinaldi Street (TG 500-B2) to the Los Angeles River (TG 530-D6).
3. **Upper Los Angeles River (including Bell Creek, Bell Creek - South Fork, Bell Creek – South Branch):** The limits shall be from Bell Debris Retaining Inlet Spillway near Calvert Street and Hayes Street (TG 557-B6) to Sepulveda Basin at the UPRR tracks (TG 531-C7).
4. **East Canyon Channel:** The limits shall be from Astoria Street (TG 481-J5) STA.148+27 to 255' d/s Sayre Street (TG 481-J6) STA.132+64; from 220' d/s San Fernando Road (TG 501-J1) STA.123+35 to Maclay Street (TG 501-J1) STA.56+00; from 509 feet u/s Fox Street STA.39+05 to Pacoima Wash (TG 502-A3) STA.4+07.
5. **Pacoima Wash - LADPW:** The limits shall be from Plummer Street (TG 501-J6) STA.65+82 to Parthenia Street (TG 531-H1) STA.9+98; from Raymer Street (TG 531-J3) STA.81+96 to Van Nuys Boulevard (TG 532-A3) STA.42+24.

Included in Exhibits C.1 through C.6 and D are plan sheets showing the location of the flood control facilities and the limits included in this Contract. These plans

shall be used only to locate the site and do not contain sufficient information to represent the actual site conditions.

The plans, specifications, and other contract documents will govern the work. These contract documents are intended to be complementary and cooperative and to describe and provide for a complete project. Anything in the specifications and not on the plans, or on the plans and not in the specifications, shall be as though shown or mentioned in both.

The Contractor shall ascertain the existence of any conditions affecting the cost of the work which would have been disclosed by reasonable examination of the site.

C. Work Description

1. General Statement

The work shall be performed in accordance with these specifications and the plans (Exhibits C and D). The Contractor shall perform all work necessary to complete this Contract in a satisfactory manner and shall provide all personnel, supervision, tools, supplies, materials, equipment, transportation, and other incidentals necessary to perform the work.

The Contractor shall conduct at least weekly patrols at each facility (Exhibit A, paragraph B, Work Location) and remove all trash discovered within 48 hours. It is anticipated that this will constitute the majority of work to be performed under this Contract. The Contractor shall also be available at all reasonable times to report and confer with Public Works with respect to these trash removal services.

The term "trash" shall be synonymous and interchangeable with "debris" and shall include, but not be limited to the following description:

- a. All paper, styrofoam, shopping carts, tires, furniture, waste, bottles, cans, concrete pieces, wood scraps, construction debris, and other solid man-made material.
- b. All tree cuttings, trimmings, and fallen trees and branches.
- c. All dead foliage, dead shrubs, dead vines, dead trees, fallen leaves, and other organic material.

2. Communications

Minimally, the Contractor shall provide telephone answering service and FAX, within the County, 8 a.m. to 5 p.m., Monday through Friday, except on legal holidays, to receive instructions, information, complaints, and

other communication from Public Works. Additionally, note emergency communication requirement in this Exhibit's paragraph C.3.h, below.

3. Trash Removal Service

- a. The Contractor's on-site supervisor shall have a thorough knowledge of the needs of Public Works' Zero-Tolerance Plan for the Flood Control District's facilities and these specifications, terms, conditions, and requirements.
- b. The Contractor shall log all trash removal requests. These requests are in addition to weekly patrols. Response shall be in the following priority:
  - i. Requests from the Supervisorial District Staff.
  - ii. Requests from the Contract Manager or the West Area representative.
- c. The Contractor shall maintain a zero-tolerance policy for the work location in accordance with the Contractor's Work Plan. The Contractor shall follow its Work Plan throughout the entire Contract unless otherwise approved in writing by the Contract Manager. In addition, the Contractor shall:
  - i. Respond to West Area's Contract Manager's priority assignments within 24 hours (seven days per week).
  - ii. Remove trash from the work location within 48 hours of its deposit, Monday through Friday.
  - iii. Patrol the work location as necessary to maintain trash-free channels.
  - iv. Contract services shall be performed from June 1, 2005, through December 31, 2005, during this Contract's initial period, from April 1, 2006, through December 31, 2006, during this Contract's first extended period, and from April 1, 2007, through December 31, 2007, during this Contract's second extended period.
- d. The Contractor shall provide Public Works with trash-free channel reports (Exhibit E) no later than the fifth day of each month with the monthly invoice. The monthly report shall indicate the number and source of crews utilized, hours worked, requests and constituent complaints, and the amount of trash removed (tons). The Contractor shall submit the monthly report to receive payment for

services provided. Trash removal work requests shall originate as described in this section and all completion reports from the Contractor shall be given to the Contract Manager who may perform quality control inspections.

- e. All debris produced from the trash removal services specified herein shall be removed by the Contractor from County property and rights of way and hauled away each day. Failure of the Contractor to comply with the Contract Manager's cleanup orders may result in an order to suspend work until the condition is corrected. No additional compensation will be allowed as a result of such suspension. No trash or debris is to be stockpiled within Public Works' rights of way. The Contractor shall dispose of all material removed at an approved landfill. The Contractor shall submit all waste disposal receipts obtained from the landfill on a monthly basis to the Contract Manager. The Contractor shall be reimbursed by Public Works for all dump fees based upon the receipts submitted. Transportation costs to and from the landfill sites shall be included in the Contractor's Total Proposed Price to maintain trash removal as listed in Form PW-2, Schedule of Prices. If the Contractor wants to divert any or all of the removed material for the purpose of composting, recycling, weed abatement, etc., the Contractor shall make arrangements to accurately weigh the material and report to the Contract Manager the weight and facility or location where the material was diverted. This shall be reported to the Contract Manager no later than the fifth day of each month with the totals also included in the monthly report.
- f. Typical trash removal sites include, but are not limited to channel bottoms, side drain outlet structures, weep holes, subdrain outlets, under bridges, concrete embankments/slopes, and access roads. At side drain outlet structures, trash removal shall be limited to what the Contractor's employees can reach with a shovel or other hand tools. At no time shall the Contractor or its employees enter any side drain outlet structures.
- g. The Contractor shall not allow any debris from its operations under this Contract to be deposited into any drain vaults, catch basins, street gutters, or storm drain systems in violation of the National Pollutant Discharge Elimination System (NPDES) Permit.
- h. The Contractor is advised and understands that running water may be encountered in the channels and rivers due to low flow nuisance water and/or following possible storms. In addition, water may be released to the channels from various reservoirs during nonstorm periods. The Contractor shall not attempt to enter the channel

bottoms when rapidly flowing water is present, since personnel and equipment could be swept downstream. The Contractor is solely responsible for determining whether or not the channels can be entered safely. However, Public Works will notify the Contractor of scheduled releases. Regular monthly payment will be made regardless of work canceled due to rain or high flows in the channels. The Contractor shall provide a phone number where it can be reached 24 hours a day, seven days a week, such that Public Works can notify the Contractor of unscheduled releases or imminent flooding.

- i. The Contractor is advised that due to construction or maintenance activities within the facilities, the Contractor may be directed to temporarily or permanently avoid a portion of a particular facility. A prorated payment based on this Contract's Unit Price and the affected length of the facility will be made. Public Works reserves the right to withdraw any or all facilities from this Contract at any time.
- j. The Contractor shall be issued a key for the purpose of accessing the facilities. Contractor shall lock all gates following entry and/or exit. The Contractor is advised that bikeways and equestrian trails exist along many of the facilities. The Contractor shall conduct its activities in a manner that will not endanger the users or block access to these additional facilities.
- k. The Contractor's attention is directed to the existence of elevation offsets between channel slabs within the channels. The Contract Manager will inform the Contractor of the locations of such hazards. The Contractor shall proceed with caution in these areas and be held liable for damages occurring to these facilities.
- l. The Contractor is advised that due to the nature of this Contract, discarded hazardous waste may be encountered during the performance of this Contract. In the event an unknown substance or hazardous material is discovered, the Contractor shall immediately notify the Contract Manager. The Contractor shall NOT attempt to perform any type of hazardous waste remediation not included under the Scope of Work of this Contract, including identifying, containing, cleaning, moving, disposing, etc. The Contractor shall exercise extreme caution in the event unknown waste is encountered.
- m. The Contractor shall report any graffiti found within the limits of the project to the Graffiti Hotline at (800) 675-4357.

D. Hours and Days of Service

Hours of service shall be based on a 40-hour work week. Flexibility and responsiveness are required to comply within this Exhibit's paragraph C.1, Work Description - General Statement. When legal holidays occur, the service shall be completed before or after such holiday.

E. Work Schedule

The Contractor shall commence work in accordance with its Work Plan as submitted in its Proposal. Any adjustments to the Work Plan shall be approved by the Contract Manager 24 hours in advance of the work. The Work Plan shall reflect completion of all work under this Contract within the specified time and in accordance with these specifications.

If the Contractor refuses or for any reason fails to perform sufficiently to meet its Work Plan, Public Works may perform the work and charge the Contractor for all costs incurred.

The work shall be diligently prosecuted throughout the term of this Contract. If the Contractor desires to make a major change in the method of operations after commencing work, or if the Work Plan fails to reflect the actual intent of this Contract, the Contractor shall submit to the Contract Manager a revised Work Plan in advance of beginning revised operations. The Contract Manager shall review and approve or disapprove the changes. Any revisions requested by the Contractor to the Contractor's Work Plan will be at no additional cost to the County.

F. Right of Way

The Contractor shall conduct all of its activities and operations within the confines of the channel and channel rights of way. A "channel right of way" shall be defined as the area on both sides of the channel enclosed between the channel and the outside chain link fences, including but not limited to all access roads (Exhibit D). The Contractor shall not allow its employees to use private property for eating, coffee breaks, or any other reason, or use water, or electricity from such property without written permission from the owner.

If, for any reason, the Contractor elects to encroach upon other lands, the Contractor shall first obtain written permission from the owner and provide evidence of such permission in writing to the Contract Manager prior to entering upon such lands. In performing any work or doing any activity on lands outside of public rights of way, the Contractor shall comply with all applicable Federal, State, and local laws, ordinances, and regulations.

G. Prosecution of Work

To minimize possible hazards and to restore work areas to their original condition as soon as practicable, the Contractor shall diligently prosecute the work to completion. If, as determined by the Contract Manager, the Contractor fails to prosecute the work to the extent that the above purpose is not being accomplished, the Contractor shall, upon orders from the Contract Manager, immediately take steps necessary to fully accomplish said purposes. All costs of prosecuting the work as described herein shall be included in Form PW-2, Schedule of Prices. Should the Contractor fail to take the necessary steps to fully accomplish said purposes, after orders of the Contract Manager to do so, the Contract Manager may suspend the work in whole or in part, until the Contractor takes said steps.

If work is suspended through no fault of Public Works, all expenses and losses incurred by the Contractor during such suspensions shall be borne by the Contractor. If the Contractor fails to properly provide for public safety and traffic during periods of suspension, Public Works may elect to do so, and deduct the costs thereof from monies due the Contractor. Such actions will not relieve the Contractor from liability.

H. Suspension of Work

The work may be suspended in whole or in part when determined by the Contract Manager that the suspension is necessary in the best interest of Public Works. The Contractor shall comply immediately with any written order of the Contract Manager suspending work. Such suspension shall be without liability to the Contractor on the part of Public Works except as otherwise specified in Exhibit B, Section 3.R.1, Default.

I. Work by Others Due to Unsatisfactory Work Prosecution

If, as determined by the Contract Manager, the Contractor is not prosecuting the work in a satisfactory manner or is not providing for public safety and traffic, the Contract Manager will notify the Contractor of such unsatisfactory conditions and will indicate when corrective work shall be completed. If the Contractor fails to comply, Public Works may elect to do the work or have the work performed by others and deduct the cost thereof from monies due to the Contractor. Such action will not relieve the Contractor from liability.

J. Completion and Acceptance

The work may be inspected by the Contract Manager for acceptance upon receipt of the Contractor's written assertion that the work has been completed.



K. Utilities

The County will not provide utilities.

L. Storage Facilities

The County will not provide storage facilities for the Contractor.

M. Air Quality

The Contractor shall not discharge smoke, dust, or any other air contaminants into the atmosphere in such quantity as will violate the regulations of any legally constituted authority.

N. Toilet Facilities

The Contractor shall provide and maintain portable enclosed toilets if needed for the use of employees engaged in the work. These accommodations shall be maintained in a neat and sanitary condition.

O. Special Safety Requirements

All Contractor operators shall be expected to observe all applicable State of California Occupational Safety and Health Administration (Cal/OSHA) and Public Works safety requirements while at Public Works' jobsites. Suitable clothes, gloves, and shoes that meet Cal/OSHA requirements are required. All safety precautions shall be in place before work is to be started. Contractor's personnel shall know the Contractor's standard safety practice.

Contractor shall supply their personnel with safety equipment, such as glasses, gloves, head gear, skin creams, respirators, etc.

P. Safety Standards

All Contractor's personnel shall be obligated to adhere to the following quality control and safety standards while performing these requested trash removal services for the County:

1. Uniform clothing is required. Uniforms shall consist of a plain white shirt/t-shirt with company logo and dark pants. Gang attire, gang affiliation symbols, loose clothing, etc., shall not be permitted.
2. Reflective safety vests shall be worn at all times by those removing trash from Flood Control facilities.
3. Horseplay, shoving, pushing, etc., shall not be allowed.

4. Use of drugs or alcohol while performing these trash removal services is prohibited.
5. All vehicles and equipment used by the Contractor within the channel rights of way shall bear the name and phone number of the Contractor.

Q. The Contractor's Representative

Before starting the work, the Contractor shall designate, in writing, a representative who shall have complete authority to act for the Contractor. An alternate representative may be designated. Any order or communication given to this representative shall be deemed delivered to the Contractor. A joint venture or partnership shall designate only one representative and alternate.

In the absence of the Contractor or its designated representative, necessary or desirable directions or instructions may be given by the County Contract Manager to the superintendent or person having charge of the specific work to which the order applies. Such order shall be complied with promptly and referred to the Contractor or its representative.

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The Contractor shall implement the following BMPs for the prevention of storm water pollution in conjunction with all its activities and operations:

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- CA 032 Vehicle and Equipment Maintenance

TRAINING

- CA 040 Employee/Subcontractor Training

Additional BMPs may be required as a result of a change in actual field conditions, Contractor's activities, or construction operations. When more than one BMP is listed under each specific BMP category, the Contractor shall select the appropriate and necessary number of BMPs within each category in order to achieve the BMP objective.

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inspection of the work shall not be considered an approval of the Contractor's safety measures. The Contractor shall be solely responsible for complying with all Federal, State, and local laws, ordinances, and regulations which are applicable to the work.

U. Conduct of Personnel

The Contractor and the Contractor's employees shall conduct themselves in a manner consistent with Public Works standards while performing work under this Contract. Behavior such as horse-play, taunting of animals, offensive language, gestures, or actions, etc., is unacceptable and will not be tolerated. The Contractor shall be responsible for ensuring that all personnel under its supervision conduct themselves in such a way that creates a good public image. All contact with the public and Public Works employees shall be made in a courteous and businesslike manner.

V. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program (IIPP) and Code of Safe Practices (CSP). The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

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## SERVICE CONTRACT GENERAL REQUIREMENTS

### SECTION 1

#### INTERPRETATION OF CONTRACT

A. Headings

The headings herein contained are for convenience and reference only and are not intended to define or limit the scope of any provision thereof.

B. Definitions

Whenever in the Request for Proposals, Contract, Specifications, Terms, Requirements, and Conditions the following terms are used, the intent and meaning shall be interpreted as follows:

Board. The Board of Supervisors of the County of Los Angeles and Ex-Officio Board of Supervisors of the Los Angeles County Flood Control District.

Contract. The written agreement covering the performance of the service and the furnishing of labor, materials, supervision, and equipment in the performance of the service. The Contract shall include the Specifications, together with any special provisions thereof. Included are all supplemental agreements amending or extending the service to be performed which may be required to supply acceptable services specified herein.

Contractor. The person or persons, partnership, joint venture, corporation or other entity who has entered into an agreement with the County to perform or execute the work covered by these Specifications.

Contract Work, Work. The entire contemplated work of construction, maintenance, and repair to be performed and services rendered as prescribed in the Specifications and covered by this Contract.

County. Includes County of Los Angeles, County of Los Angeles Department of Public Works, Los Angeles County Flood Control District, Los Angeles County Road Department, and/or Los Angeles County Engineer.

Director. The Director of Public Works, County of Los Angeles, as used herein, includes the Road Commissioner, County of Los Angeles; County Engineer, County of Los Angeles; Chief Engineer, Los Angeles County Flood Control District; and/or their authorized representative(s).

District. Los Angeles County Flood Control District, County of Los Angeles Department of Public Works, County of Los Angeles Sewer Maintenance Districts, and/or County of Los Angeles Waterworks Districts.

Proposal. The written instrument which a Contractor submitted in conformance with the solicitation document (Request for Proposals).

Proposer. Any individual, firm or corporation submitting a priced Proposal for the work, acting directly or through a duly authorized representative.

Public Works. County of Los Angeles Department of Public Works.

Solicitation. Request for Proposals or Request for Quotation.

Specifications. The directions, provisions, and requirements contained herein, as supplemented by such special provisions as may be necessary pertaining to method, manner, and place of performing the work under this Contract.

Subcontract. An agreement to employ a Subcontractor; to employ or agree to employ a Subcontractor.

Subcontractor. Persons, companies, corporations, or other entities furnishing supplies, services of any nature, equipment, or materials to the Contractor, at any tier under oral or written agreement.

C. Director to Interpret Contract

Should there be any uncertainty, ambiguity, or discrepancy in the terms or provisions hereof, or should any misunderstanding arise as to the interpretation to be placed upon any position hereof or the applicability of the provisions hereunder, the Director will be consulted. The Director's decision thereon will be final and conclusive.

## SECTION 2

### GENERAL CONDITIONS OF CONTRACT WORK

A. Labor

No person shall be employed on any work under this Contract who is found to be intemperate, troublesome, disorderly, or is otherwise objectionable to Public Works. Any such person shall be reassigned immediately and not again employed on Public Works projects.

B. Public Convenience

The Contractor shall so conduct operations to cause the least possible obstruction and inconvenience to public traffic or disruption to the peace and quiet of the area within which the work is being performed.

C. Cooperation

The Contractor shall cooperate with Public Works forces engaged in any other activities at the jobsite. The Contractor shall carry out all work in a diligent manner and according to instructions of the Director.

D. Care and Protection of Facilities

The Contractor shall recognize that any damage to Public Works facilities from Contractor negligence shall, to Public Works' satisfaction, be repaired at the Contractor's expense. The Contractor shall be responsible for the security of any and all of Public Works' facilities in its care. The Contractor shall provide protection against vandalism, accidental, or malicious damage, both during working and nonworking hours.

E. Equipment, Labor, Supervision, and Materials

All equipment, labor, supervision, and materials required to accomplish this Contract, except as might be specifically outlined in other sections, shall be provided by the Contractor.

F. Permits/Licenses

The Contractor shall be fully responsible for possessing or obtaining any required permits/licenses from the appropriate Federal, State, or local authorities for work to be accomplished under this Contract.

G. Quality of Work

The Contractor shall provide the quality of work under this Contract which is at least equivalent to that which the Contractor provides to all other clients it serves.

All work shall be executed by experienced workers. All work shall be under supervision of a well-qualified supervisor. The Contractor also agrees that work shall be furnished in a professional manner and according to these Specifications.

H. Cooperation and Collateral Work

The Contractor shall perform work as directed by the Director. The Director will be supported by other Public Works personnel in assuring satisfactory performance of the work under these Specifications and that satisfactory contract controls and conditions are maintained.

I. Authority of Public Works and Inspection

The Director will have the final authority in all matters affecting the work covered by this Contract's Terms, Requirement, Conditions, and Specifications. On all questions relating to work acceptability or interpretations of these Terms, Requirements, Conditions, and Specifications, the decision of the Director will be final.

J. Safety Requirements

The Contractor shall be responsible for the safety of equipment, material, and personnel under the Contractor's jurisdiction during the work.

K. Public Safety

It shall be the Contractor's responsibility to maintain security against public hazards at all times while performing work at Public Works' jobsites.

L. Work Area Controls

The Contractor shall comply with all applicable laws and regulations. The Contractor shall maintain work area in a neat, orderly, clean, and safe manner. The Contractor shall avoid spreading out equipment excessively. Location and layout of all equipment and materials at each jobsite will be subject to the Director's approval.

M. Transportation

Public Works will not provide transportation to and from the jobsite, nor travel around the limits of the jobsite.

N. Storage of Material and Equipment

The Contractor shall not store material or equipment at the jobsite, except as might be specifically outlined in other sections. Public Works will not be liable or



responsible for any damage, by whatever means, or for the theft of the Contractor's material or equipment from any jobsite.

O. Jobsite Safety

The Contractor shall be solely responsible for ensuring that all work performed under this Contract is performed in strict compliance with all applicable Federal, State and local occupational safety regulations. The Contractor shall provide at its expense all safeguards, safety devices and protective equipment, and shall take any and all actions appropriate to providing a safe jobsite.

P. Recycled-Content Paper Products

Consistent with Board policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible under this Contract.

Q. Liquidated Damages

1. In any case of the Contractor's failure to meet certain specified performance requirements, the County may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in specified sums and deduct them from any regularly scheduled payment to the Contractor. However, neither the provision of a sum of liquidated damages for nonperformance or untimely or inadequate performance nor the County's acceptance of liquidated damages shall be construed to waive the County's right to reimbursement for damage to its property or indemnification against third-party claims.
2. The amounts of liquidated damages have been set in recognition of the following circumstances existing at the time of the formation of the Contract:
  - All the time limits and acts required to be done by both parties are of the essence of the Contract;
  - The parties are both experienced in performance of the Contract work;
  - The Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to the Contract are realized. The expectation of the County is that the work will be performed with due care in a workmanlike, competent, timely, and cost-efficient manner, while the expectation of the Contractor is a realization of a profit through the ability to perform the Contract work in accordance with the terms and conditions of the Contract at the Proposal price;

- The parties are not under any compulsion to contract;
  - The Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and late performance is by agreement and willingness to be bound as part of the consideration being offered to the County for the award of the Contract;
  - It would be difficult for the County to prove the loss resulting from nonperformance or untimely, negligent, or inadequate performance of the work; and
  - The liquidated sums specified represent a fair approximation of the damages incurred by the County resulting from the Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.
3. The Contractor shall pay Public Works, or Public Works may withhold from monies due the Contractor, liquidated damages in the sum of \$100 for each consecutive calendar day that the Contractor fails to complete work within the time specified unless otherwise provided in this Contract.

### SECTION 3

#### STANDARD TERMS AND CONDITIONS PERTAINING TO CONTRACT ADMINISTRATION

A. Limitation of the County's Obligation Due to Non-appropriation of Funds

1. The County's obligation is payable only and solely from funds appropriated for the purpose of this Contract.
2. All funds for payments after June 30 of the current fiscal year are subject to the County's legislative appropriation for this purpose. Payments during subsequent fiscal periods are dependent upon the same action.
3. In the event this Contract extends into succeeding fiscal year periods, and if the governing body appropriating the funds does not allocate sufficient funds for the next succeeding fiscal year's payments, then the affected equipment and/or work shall be terminated as of June 30 of the then current fiscal year. The County shall notify the Contractor in writing of such nonallocation at the earliest possible date.

B. Gratuitous Work

The Contractor agrees that should work be performed outside the scope of work indicated and without Public Works' prior written approval in accordance with Section 3.U, Changes and Amendments of Terms, such work shall be deemed to be a gratuitous effort by the Contractor, and the Contractor shall have no claim, therefore, against the County.

C. No Payment for Services Following Expiration or Termination of Contract

The Contractor shall have no claim against the County for payment of any money or reimbursement of any kind whatsoever for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration or other termination of this Contract shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

D. Nondiscrimination in Employment

1. The Contractor shall ensure that qualified applicants are employed, and that employees are treated during employment without regard to their race, color, religion, ancestry, national origin, age, condition of physical or mental disability, marital status, political affiliation, sexual orientation, or gender. Such action shall include, but not be limited to the following:

B-7

2005 Trash-Free Channel  
East, South and West  
Areas

employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.

2. The Contractor shall deal with its subcontractors, bidders, or vendors without regard to, or because of, race, color, religion, ancestry, national origin, age, condition of physical or mental disability, marital status, political affiliation, sexual orientation, or gender.
3. The Contractor shall allow the County representative access to its employment records during regular business hours to verify compliance with the provisions of this section when so requested by the County.
4. If the County finds that any of the above provisions have been violated, the same shall constitute a material breach of contract upon which the County may determine to cancel, terminate, or suspend this Contract. While the County reserves the right to determine independently that the antidiscrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated State or Federal antidiscrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the antidiscrimination provisions of this Contract.
5. The parties agree that in the event the Contractor violates the antidiscrimination provisions of this Contract, the County shall, at its option, be entitled to a sum of \$500 pursuant to California Civil Code Section 1671 as liquidated damages in lieu of canceling, terminating, or suspending this Contract.

E. Assignment

1. The Contractor may not delegate its duties or assign its rights under this Contract, either in whole or in part, without the prior written consent of the Director. Any prohibited delegation of duties or assignment of rights under this Contract shall be null and void and shall constitute a breach for which the Contract may be terminated. Any payments to any assignee of any claim under this Contract in consequence of such consent shall be subject to set-off, recoupment, or other reduction for any claim which the County may have.
2. Any delegation of duties or assignment of rights, including but not limited to a merger, acquisition, asset sale and the like, shall be in the form of a subcontract or formal assignment, as applicable. The Contractor's request to the Director for approval of an assignment shall include all applicable information that must be submitted with a request by the Contractor to the County for approval of a subcontract of the Contract work.

F. Subcontracting

1. No performance of this Contract or any portion thereof may be subcontracted by the Contractor without the express written consent of the County. Any attempt by the Contractor to subcontract any performance of the terms of this Contract without the express written consent of the County shall be null and void and shall constitute a breach of the terms of this Contract. In the event of such a breach, this Contract may be terminated forthwith.
2. In the event the County should consent to subcontracting, each and all of the provisions of this Contract and any amendment thereto shall extend to and be binding upon and inure to the benefit of the successors or administrators of the respective parties.
3. In the event the County should consent to subcontracting, the Contractor shall include in all subcontracts the following provision: "This Agreement is a subcontract under the terms of a prime contract with the County of Los Angeles. All representations and warranties shall inure to the benefit of the County of Los Angeles."
4. Any third-party delegate(s) appointed by the Contractor shall be specified in writing to the Director for advance concurrence.
5. No subcontractor shall be recognized or dealt with by the Board or any of the persons chargeable with the enforcement of this Contract. The Contractor shall, at all times, be personally responsible for the performance of this Contract.

G. Contractor's Warranty of Adherence to County's Child Support Compliance Program

The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

As required by the County's Child Support Compliance Program (Los Angeles County Code Chapter 2.200), and without limiting the Contractor's duty under this contract to comply with all applicable provisions of law. The Contractor warrants that it is now in compliance and shall during the term of this contract maintain compliance with the employment and wage reporting requirements of the Federal Social Security Act (42 USC Section 653) and California Unemployment Insurance Code Section 1088.5, and shall implement lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of

Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

H. Assurance of Compliance with Civil Rights Laws

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000e through 2000e(17), to the end that no person shall, on the grounds of race, creed, color, gender, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

I. Compliance with Laws

1. The Contractor agrees to comply with all applicable Federal, State, and local laws, rules, regulations, or ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference.
2. The Contractor agrees to indemnify and hold the County harmless from any loss, damage, or liability resulting from a violation on the part of the Contractor of such laws, rules, regulations, or ordinances.

J. Covenant Against Contingent Fees

1. The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.
2. For breach or violation of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from this Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

K. Governing Laws

This Contract shall be construed in accordance with and governed by the laws of the State of California.

L. Termination for Improper Consideration

1. County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing this Contract or securing favorable

treatment with respect to the award, amendment or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, County shall be entitled to pursue that same remedies against the Contractor as it could pursue in the event of default by the Contractor.

2. The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment or tangible gifts. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 554-6861. Such fraud may also be reported via e-mail to [fraud@auditor.co.la.ca.us](mailto:fraud@auditor.co.la.ca.us) and by mail to Los Angeles County Fraud Hotline, 1000 South Fremont Avenue, Unit 51, Alhambra, CA 91803-4737.

M. Notice of Delay

Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within five days, give notice thereof, including all relevant information with respect thereto, to the other party.

N. Record Retention and Inspection

The Contractor agrees that the County or any duly authorized representative shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, time cards, or other records relating to this Contract. Such material, including all pertinent costs, accounting, financial records, and proprietary data, shall be kept and maintained by the Contractor, at a location in Los Angeles County, for a period of five years after completion of this Contract unless the County's written permission is given to dispose of material prior to the end of such period.

O. Validity

The invalidity in whole or in part of any provision of this Contract shall not void or affect the validity of any other provision.

P. Waiver

No waiver of a breach of any provision of this Contract by either party shall constitute a waiver of any other breach of said provision or any other provision of this Contract. Failure of either party to enforce at anytime or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The remedies herein reserved shall be cumulative and additional to any other remedies in law or equity.

Q. Disclosure of Information

1. The Contractor shall not disclose any details in connection with this Contract to any party, except as may be otherwise provided herein or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publicizing its role under this Contract within the following conditions:
  - a. The Contractor shall develop all publicity material in a professional manner.
  - b. During the course of performance of this Contract, the Contractor, its employees, agents, and subcontractors shall not publish or disseminate commercial advertisements, press releases, opinions or feature articles using the name of the County without the prior written consent of the Chief Administrative Officer and County Counsel. The County shall not unreasonably withhold written consent and approval by the County may be assured in the event no adverse comments are received in writing within two weeks after submittal.
  - c. The Contractor may, without prior written permission of the County, indicate in its proposals and sales materials that it has been awarded a Contract to provide these services, provided that the requirements of this Article shall apply.

R. Default and Termination

1. Default

- a. The County may, subject to the provisions of Subsection c (pertaining to defaults of subcontractors) below, by written notice of default to the Contractor, terminate the whole or any part of this Contract in any one of the following circumstances:
  - i. If the Contractor fails to perform the work within the time specified herein or any extension thereof; or
  - ii. If the Contractor fails to perform any of the other provisions of this Contract, or so fails to make progress as to endanger performance of this Contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of 10 calendar days (or such longer



period as the County may authorize in writing) after receipt of notice from the County specifying such failure.

- b. In the event the County terminates this Contract in whole or in part as provided in Subsection a above, the County may procure, upon such terms and in such manner as the County may deem appropriate, services similar to those so terminated, and the Contractor shall be liable to the County for any excess costs for such similar services, provided that the Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this clause.
- c. Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of the Federal or State government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.
- d. If, after Notice of Termination of this Contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the Notice of Termination had been issued pursuant to Section 3, Paragraph R.4, Termination for Convenience.
- e. The rights and remedies of the County provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

2. Default for Insolvency

The County may cancel this Contract forthwith for default in the event of the occurrence of any of the following:

- a. Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether it has committed an act of bankruptcy or not, and whether insolvent within the meaning of the Federal Bankruptcy Law or not.
- b. The filing of a voluntary petition to have the Contractor declared bankrupt.
- c. The appointment of a Receiver or Trustee for the Contractor.
- d. The execution by the Contractor of an assignment for the benefits of creditors.
- e. The rights and remedies of the County provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

3. Termination for Convenience

It is not the intent of the County to terminate this Contract before the completion of all items except for sound business reasons of which the County shall be the sole judge, however, and notwithstanding:

- a. The County reserves the right to renegotiate the terms of this Contract to reduce the Contractor's compensation in the event such reduction is necessary, in the sole discretion of the County, to achieve County budget reductions. Nothing in this paragraph is intended to diminish the County's right to terminate this Contract as provided herein.
- b. The County may at any time terminate this Contract, or any portion thereof, without liability (except as hereinafter provided) by delivering to the Contractor written notice specifying the desired termination date at least 30 days in advance thereof.
- c. If this Contract is terminated, the Contractor shall, within 30 days of the Notice of Termination, complete those items of work which are in various stages of completion which the Director determines are necessary to bring the work to a timely, logical, and orderly end. Reports, samples, and other materials prepared by the Contractor under this Contract shall be delivered to the County upon request and shall become the property of the County.

4. Termination for Breach of Warranty to Maintain Compliance with County's Child Support Requirements

Failure of the Contractor to maintain compliance with the requirements set forth in Section 3, Paragraph G of this Exhibit B shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of the Contract, failure of the Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which the County may terminate the Contract pursuant to Paragraph D1 "Default," of this Section 3, and debar the Contractor pursuant to County Code Chapter 2.202.

S. Notification

1. Notices desired or required to be given under these Specifications, Conditions, or Terms herein or any law now or hereafter in effect may, at the option of the party giving the same, be given by enclosing the same in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid in the United States Post Office or any substation thereof, or any public box, and any such notice and the envelope containing the same shall be addressed to the Contractor at its place of business, or such other place as may be hereinafter designated in writing by the Contractor. The notices and envelopes containing the same to the County shall be addressed to:

Chief Deputy Director  
County of Los Angeles Department of Public Works  
P.O. Box 1460  
Alhambra, CA 91802-1460

In the event of suspension or termination of this Contract, notices may also be given upon personal delivery to any person whose actual knowledge of such suspension or termination would be sufficient notice to the Contractor. Actual knowledge of such suspension or termination by an individual Contractor or by a copartner, if the Contractor is a partnership; or by the president, vice president, secretary or general manager, if the Contractor is a corporation; or by the managing agent regularly in charge of the work on behalf of said Contractor shall in any case be sufficient notice.

T. County Lobbyists

The Contractor certifies that it and each County lobbyist or County lobbying firm, as defined in Los Angeles County Code Section 2.160.010, retained by the Contractor are familiar with the requirements of the County Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of the Contractor to fully comply with the County Lobbyist Ordinance shall constitute a material

breach upon which the County may immediately terminate or suspend this Contract.

U. Changes and Amendments of Terms

The County reserves the right to change any portion of the work required under this Contract, or amend such terms and conditions which may become necessary. Any such revisions shall be accomplished in the following manner:

1. For any change which does not materially affect the scope of work, period of performance, payments, or any material term or condition included in this Contract, a Change Notice shall be prepared and signed by the Director and Contractor.
2. For any revision which materially affects the scope of work, period of performance, payments, or any material term or condition included in this Contract, a negotiated modification to this Contract shall be executed by the Board and the Contractor.
3. To the extent that extensions of time for Contractor performance do not impact either scope or cost of this Contract, Public Works may, at its sole discretion, grant the Contractor extensions of time provided, however, that the aggregate of all such extensions during the life of this Contract shall not exceed 60 days.

V. Confidentiality

The Contractor shall maintain the confidentiality of all its records relating to this Contract, according to all applicable Federal, State, and County laws, regulations, ordinances, and directives relating to confidentiality. The Contractor shall inform all of its officers, employees, and agents providing services hereunder of the confidentiality provisions of this Contract.

W. Quantities of Work

The Contractor shall be allowed no claims for anticipated profits or for any damages of any sort because of any difference between the estimated and actual quantities of work done or for work decreased or eliminated by the County.

X. County's Quality Assurance Plan

The County's agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of this Contract in jeopardy, if not corrected, shall be reported to the Board. The report will include improvement/corrective action measures taken by the County and the

**Contractor.** If improvement does not occur consistent with the corrective action measures, County may terminate this Contract or impose other penalties as specified in this Contract.

## SECTION 4

### INDEMNIFICATION AND INSURANCE REQUIREMENTS

#### A. Independent Contractor Status

This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, between the County and the Contractor.

The Contractor understands and agrees that all persons furnishing services to the County pursuant to this Contract are, for all purposes including, but not limited to Workers' Compensation liability, employees solely of the Contractor and not of the County.

The Contractor shall bear the sole responsibility and liability for furnishing Workers' Compensation and all other benefits required by law to any person for injuries arising from or connected with services performed on behalf of the Contractor pursuant to this Contract.

#### B. Indemnification

The Contractor shall indemnify, defend, and hold harmless the County, its special districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

#### C. Workplace Safety Indemnification

In addition to and without limiting the indemnification required by Section 4, Paragraph B (above), and to the extent allowed by law, the Contractor agrees to defend, indemnify and hold harmless the County, its special districts, and its officers, employees and agents from and against any and all investigations, complaints, citations, liability, expense (including defense costs and legal fees), claims, and/or causes of action for damages of any nature whatsoever, including but not limited to injury or death to employees of the Contractor, its subcontractors or the County, attributable to any alleged act or omission of the Contractor and/or its subcontractors which is in violation of any Cal/OSHA regulation. The obligation to defend, indemnify and hold harmless includes all investigations and proceedings associated with purported violations of Section 336.10 of Title 8 of the California Code of Regulations pertaining to multi-employer worksites. The Contractor shall not be obligated to indemnify for liability and expenses arising from the active negligence of the County. The County may deduct from any payment otherwise due the Contractor any costs incurred or anticipated to be incurred by the County, including legal fees and staff costs, associated with any investigation or

enforcement proceeding brought by Cal/OSHA arising out of the work being performed by the Contractor under this Contract.

D. General Insurance Requirements

1. Without limiting the Contractor's indemnification of the County and during the term of this Contract, the Contractor shall provide and maintain, and shall require all of its subcontractors to maintain, the following programs of insurance specified in this Contract. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the County, and such coverage shall be provided and maintained at the Contractor's own expense.
2. Evidence of Insurance - Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to Administrative Services Division, P.O. Box 1460, Alhambra, California 91802-1460, prior to commencing work under this Contract. Such certificates or other evidence shall:
  - a. Specifically identify this Contract.
  - b. Clearly evidence all coverage required in this Contract.
  - c. Contain the express condition that the County is to be given written notice by mail at least 30 days in advance of cancellation for all policies evidenced on the certificate of insurance.
  - d. Include copies of the additional insured endorsement to the commercial general liability and automobile policies, adding the County, its special districts, its officials, officers, and employees as insureds for all activities arising from this Contract.
  - e. Identify any deductibles or self-insured retentions for the County's approval. The County retains the right to require the Contractor to reduce or eliminate such deductibles or self-insurance retentions as they apply to the County, or, require the Contractor to provide a bond guaranteeing payment of all such retained losses and related costs, including but not limited to expenses or fees, or both, related to investigations, claims administrations, and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.
3. Insurer Financial Rating - Insurance is to be provided by an insurance company acceptable to the County with an A. M. Best rating of not less than A:VII, unless otherwise approved by the County.
4. Failure to Maintain Coverage - Failure by the Contractor to maintain the required insurance, or to provide evidence of insurance coverage acceptable

to the County, shall constitute a material breach of contract upon which the County may immediately terminate or suspend the Contract. The County, at its sole option, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase such required insurance coverage, and without further notice to the Contractor, the County may deduct from sums due to the Contractor any premium costs advanced by the County for such insurance.

5. Notification of Incidents, Claims, or Suits - The Contractor shall report to the County's Contract Manager:
  - a. Any accident or incident relating to work performed under the Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against the Contractor and/or the County. Such report shall be made in writing within 24 hours of occurrence.
  - b. Any third-party claim or lawsuit filed against the Contractor arising from or related to work performed by the Contractor under this Contract.
  - c. Any injury to a Contractor's employee which occurs on County property. This report shall be submitted on a County "Non-employee Injury Report."
  - d. Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies, or securities entrusted to the Contractor under the terms of this Contract.

E. Compensation for County Costs

In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

F. Insurance Coverage Requirements for Subcontractors

The Contractor shall ensure any and all subcontractors performing services under this Contract meets the insurance requirements of this Contract by either:

1. Contractor providing evidence of insurance covering the activities of subcontractor; or
2. Contractor providing evidence submitted by subcontractors evidencing that subcontractors maintain the required insurance coverage. The County retains the right to obtain copies of evidence of subcontractor insurance coverage at any time.



G. Insurance Coverage Requirements

1. General Liability insurance (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following (can be met by a combination of primary and excess insurance coverage):
  - a. General Aggregate: \$2 million
  - b. Products/Completed Operations Aggregate: \$1 million
  - c. Personal and Advertising Injury: \$1 million
  - d. Each Occurrence: \$1 million
2. Automobile Liability insurance (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than \$1 million for each accident. Such insurance shall include coverage for all "owned," "nonowned," and "hired" vehicles, or coverage for "any auto." (Can be met by a combination of primary and excess insurance coverage).
3. Workers' Compensation and Employers' Liability insurance providing Workers' Compensation benefits, as required by the Labor Code of the State of California, or by any other State for which the Contractor is responsible. If the Contractor's employees will be engaged in maritime employment, coverage shall provide Workers' Compensation benefits as required by the U.S. Longshore and Harbor Workers' Compensation Act, Jones Act, or any other Federal law for which the Contractor is responsible.
4. In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:
  - a. Each Accident: \$1 million
  - b. Disease - policy limit: \$1 million
  - c. Disease - each employee: \$1 million
5. As a condition precedent to its performance pursuant to this Contract, the Contractor, by and through its execution of this Contract, certifies that it is aware of, and understands, the provisions of Section 3700 of the Labor Code, which requires every employer to be insured against liability of Workers' Compensation or to undertake self-insurance in accordance with those provisions before commencing the performance of work under this Contract, and agrees to fully comply with said provisions.
6. Property Coverage insurance shall be endorsed naming the County as loss payee, provide deductibles of no greater than five percent of the property value, and shall include:

- a. Personal Property: Automobiles and Mobile Equipment - Special form "all risk" coverage for the actual cash value of County-owned or leased property.
- b. Real Property and All Other Personal Property - Special form "all risk" coverage for the full replacement value of County-owned or leased property.

## SECTION 5

### LABOR RELATIONS AND RESPONSIBILITIES

A. Labor Law Compliance

The Contractor, its agents and employees shall be bound by and shall comply with all applicable provisions of the Labor Code of the State of California, as well as all other applicable Federal, State, and local laws related to labor. The Contractor shall comply with Labor Code Section 1777.5 with respect to the employment of apprentices.

B. Overtime

Eight hours labor constitutes a legal day's work. Work in excess thereof, or greater than 40 hours during any one week, shall be permitted only as authorized by Labor Code Section 1815.

C. Prohibition Against Use of Child Labor

1. The Contractor shall:

- a. Not knowingly sell or supply to the County any products, goods, supply, or other personal property manufactured in violation of child labor standards set by the International Labor Organization through its 1973 Convention Concerning Minimum Age for Employment;
- b. Upon request by the County, provide the country/countries of origin of any products, goods, supplies, or other personal property the Contractor sells or supplies to the County; and
- c. Upon request by the County, provide to the County the manufacturer's certification of compliance with all international child labor conventions.
- d. Should the County discover that any products, goods, supplies, or other personal property sold or supplied by the Contractor to the County are produced in violation of any international child labor conventions, the Contractor shall immediately provide an alternative, compliant source of supply.

2. Failure by the Contractor to comply with provisions of this clause will be grounds for immediate cancellation of this Contract.

D. Consideration of Hiring GAIN/GROW Employees

Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any

such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by category to the Contractor.

E. Notice to Employees Regarding the Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015 (Exhibit C).

F. Legal Status of Contractor's Personnel at Facility

The Contractor warrants that it fully complies with all laws regarding employment of aliens and others, and that all of its employees performing services hereunder meet the citizenship or alien status requirements contained in Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (PL. 99-603). The Contractor shall obtain from all covered employees performing services hereunder, all verification and other documentation of employment eligibility status required by Federal statutes and regulations as they currently exist and as they may be hereafter amended. The Contractor shall retain such documentation for all covered employees for the period prescribed by law. The Contractor shall indemnify, defend, and hold harmless, the County, its officers and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of Federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

G. Consideration of Hiring County Employees Targeted for Layoffs

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified former County employees who are on a reemployment list during the life of this Contract.

## SECTION 6

### CONTRACTOR RESPONSIBILITY AND DEBARMENT

- A. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the proposed Contract. It is the County's policy to conduct business only with responsible contractors.
- B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding on County contracts for a specified period of time not to exceed three years, and terminate any or all existing contracts the Contractor may have with the County.
- C. The County may debar a contractor if the Board finds, in its discretion, that the Contractor has done any of the following: (1) violated any term of a contract with the County; (2) committed any act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County or any other public entity, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- D. If there is evidence that the Contractor may be subject to debarment, Public Works will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a proposed decision, which will contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. If the Contractor fails to avail itself of the opportunity to submit evidence to the Contractor Hearing Board, the Contractor may be deemed to have waived all rights of appeal.
- F. A record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board will be presented to the Board. The Board will have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- G. These terms shall also apply to subcontractors of the Contractor.

## SECTION 7

### CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM

#### A. Contract Subject to Jury Service Program

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service (Jury Service Program) as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

#### B. Written Employee Jury Service Policy

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employee deposit any fees received for such jury service with the Contractor or that the Contractor deducts from the Employee's regular pay the fees received for jury service.
2. For purposes of this Section, "Contractor" means a person, partnership, corporation, or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if the lesser number is a recognized industry standard and is approved as such by the County. If the Contractor uses any subcontractor to perform services for the County under this Contract, the subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If the Contractor is not required to comply with the Jury Service Program when this Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during this Contract and at its sole discretion, that the Contractor demonstrate to the County's

satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.

4. The Contractor's violation of this Section of the Contract may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate this Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## SECTION 8

### LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM

- A. This Contract is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- B. The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.
- C. The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.
- D. If the Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:
  - 1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
  - 2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and
  - 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).
- E. The above penalties shall also apply if the Contractor is no longer eligible for certification as a result of a change of its status and the Contractor failed to notify the State and the County's Office of Affirmative Action Compliance of this information.



## SECTION 9

### SAFELY SURRENDERED BABY LAW PROGRAM

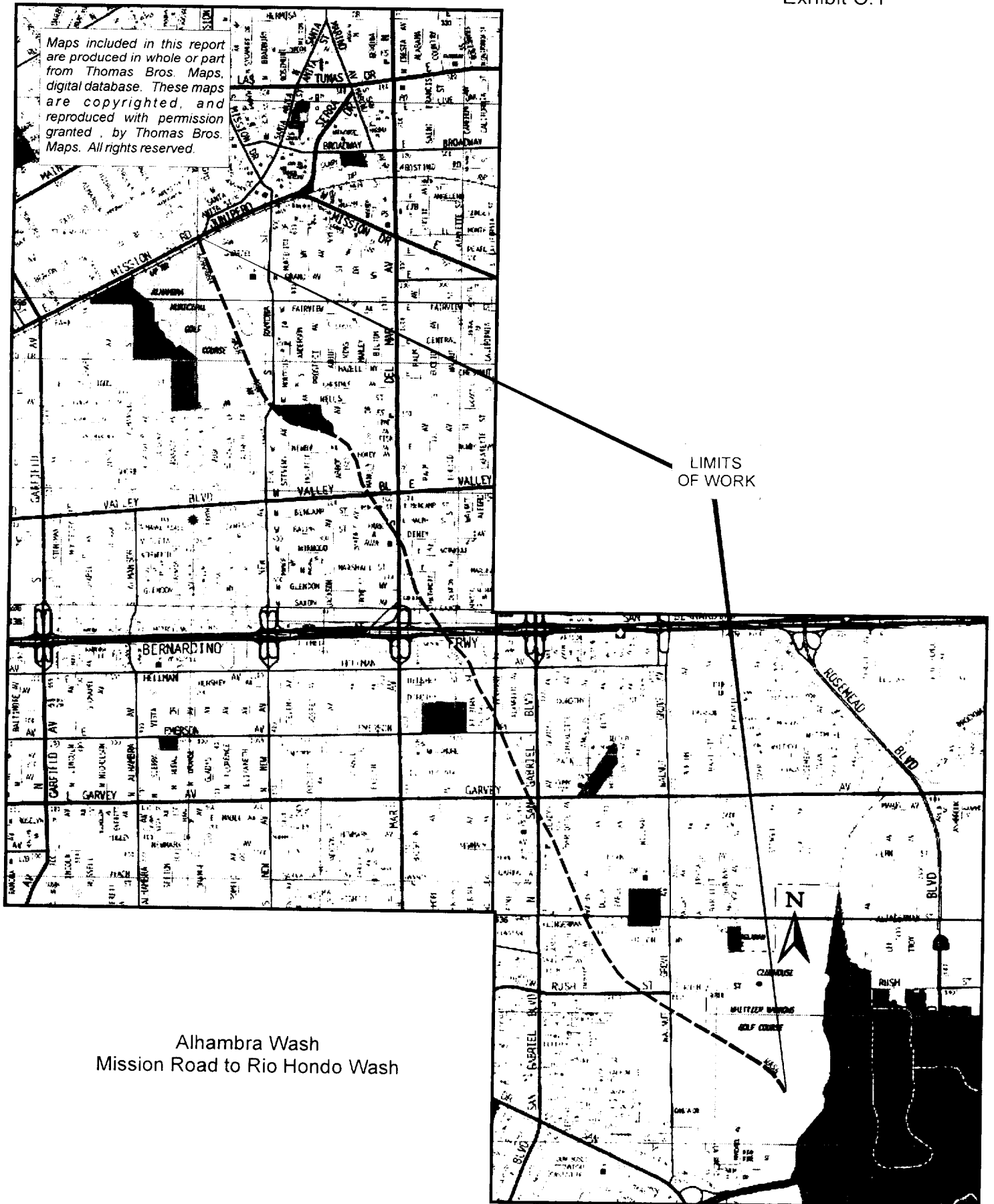
A. Notice to Employees Regarding the Safely Surrendered Baby Law

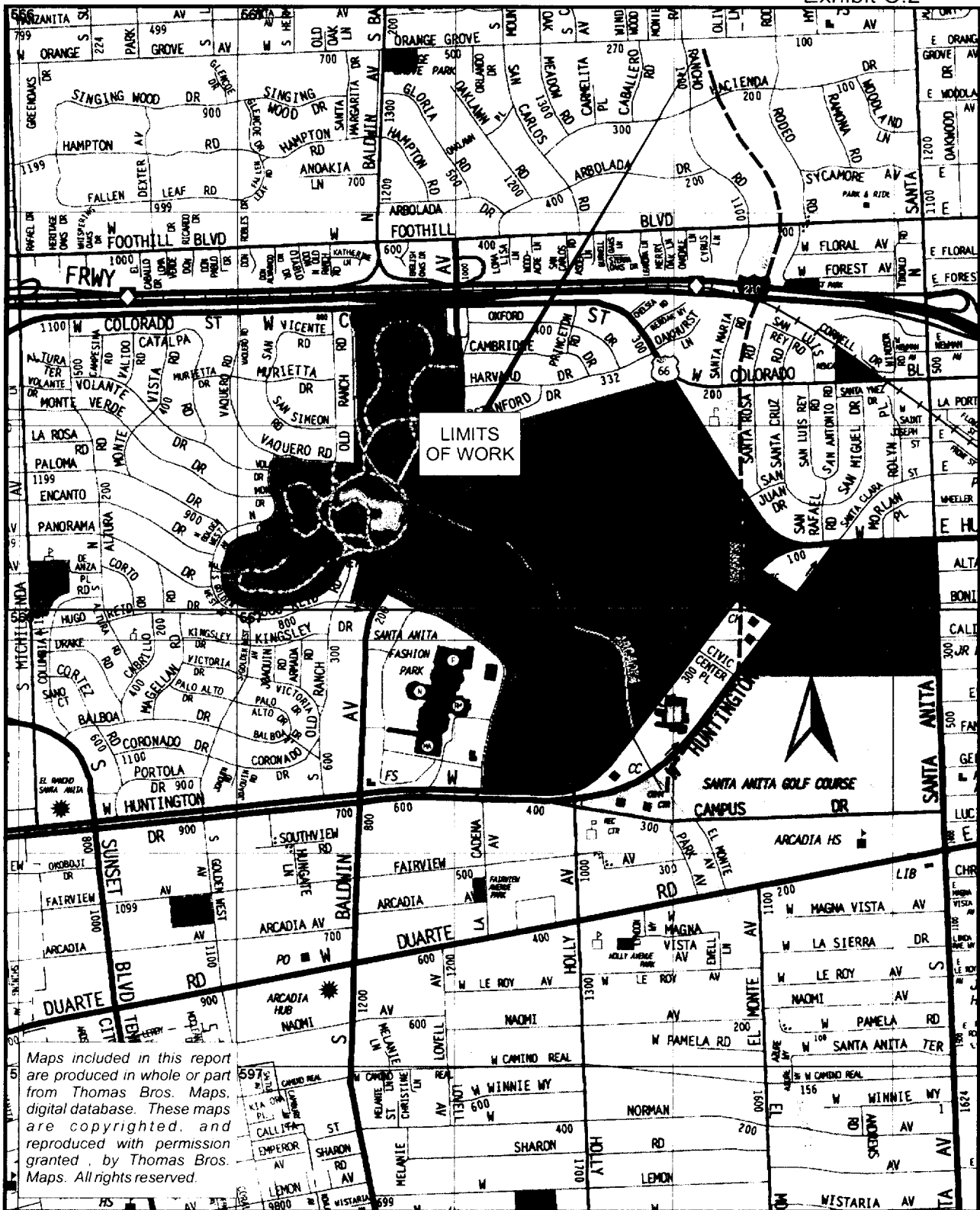
The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit D to this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

B. Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law

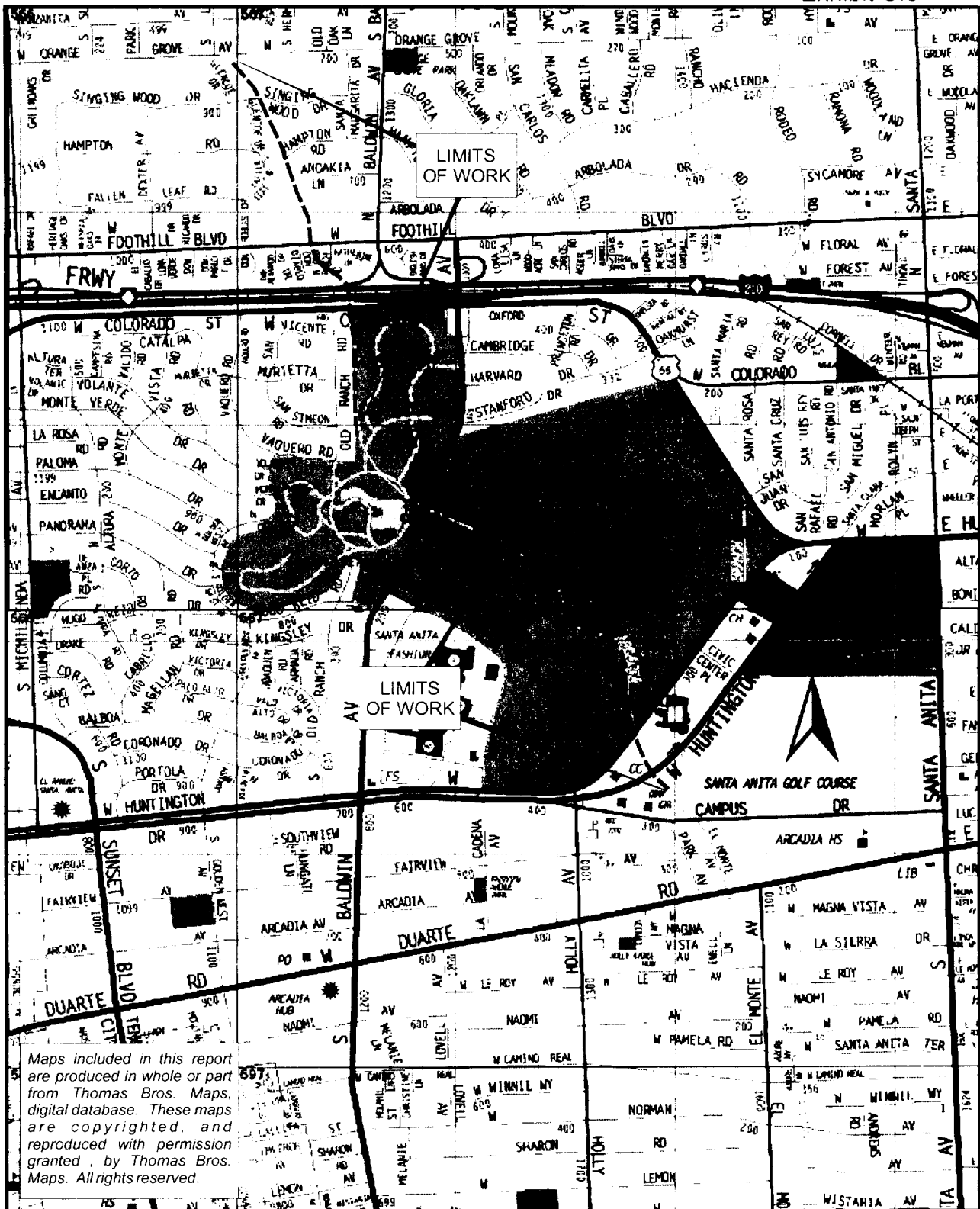
The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used.

P:\aspub\CONTRACT\SUSY\TRASH FREE CONTRACTS\TRASHFREEWEST2005\EXHIBIT-B.doc

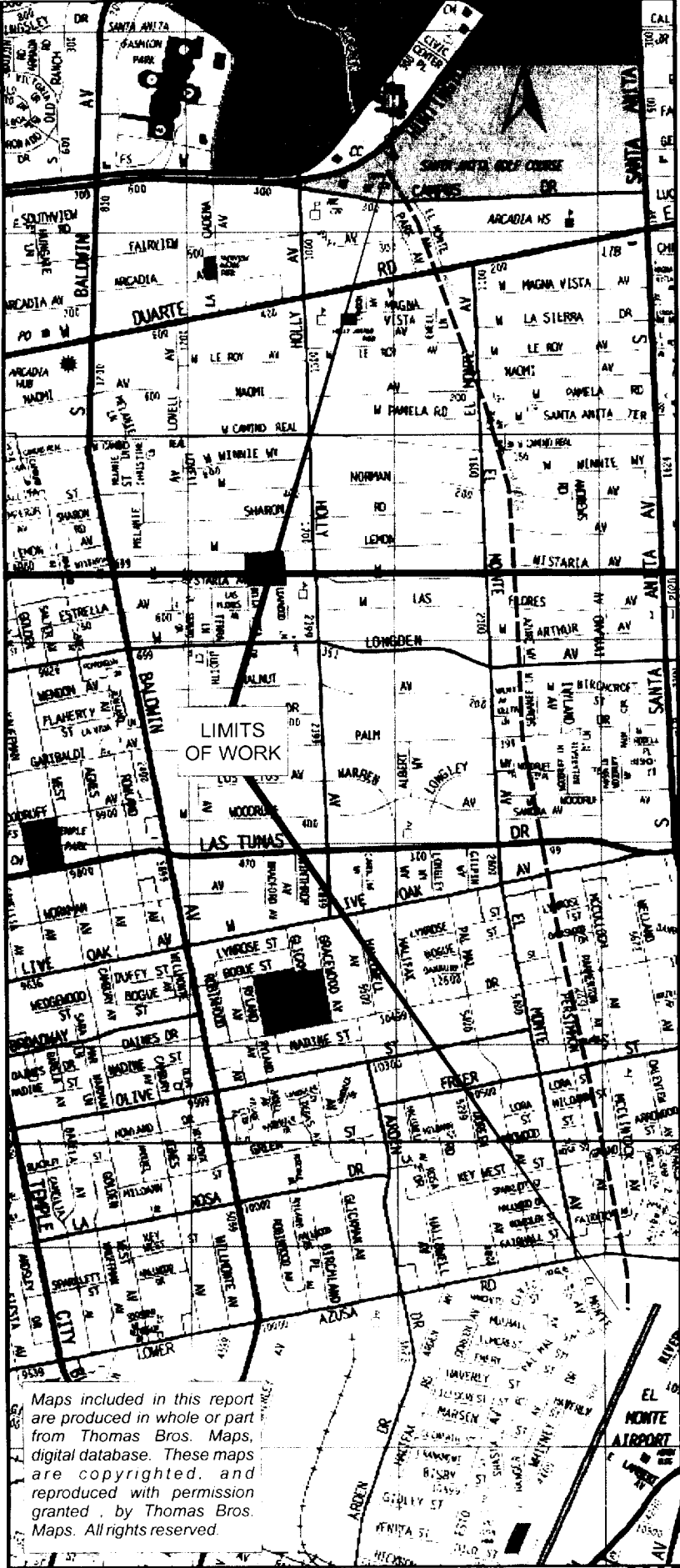




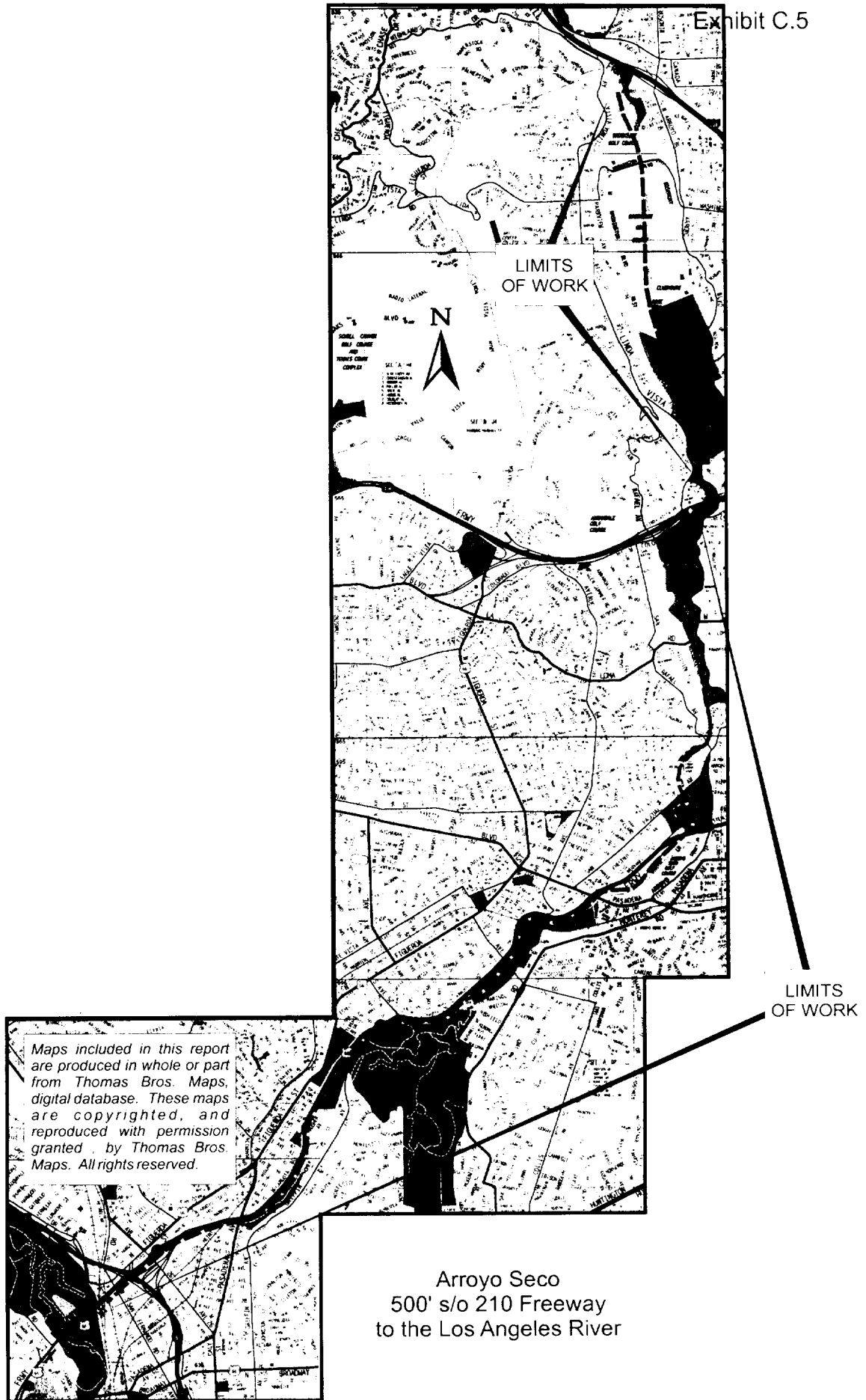
Arcadia East Branch  
Orange Grove Avenue to Arcadia Main Branch

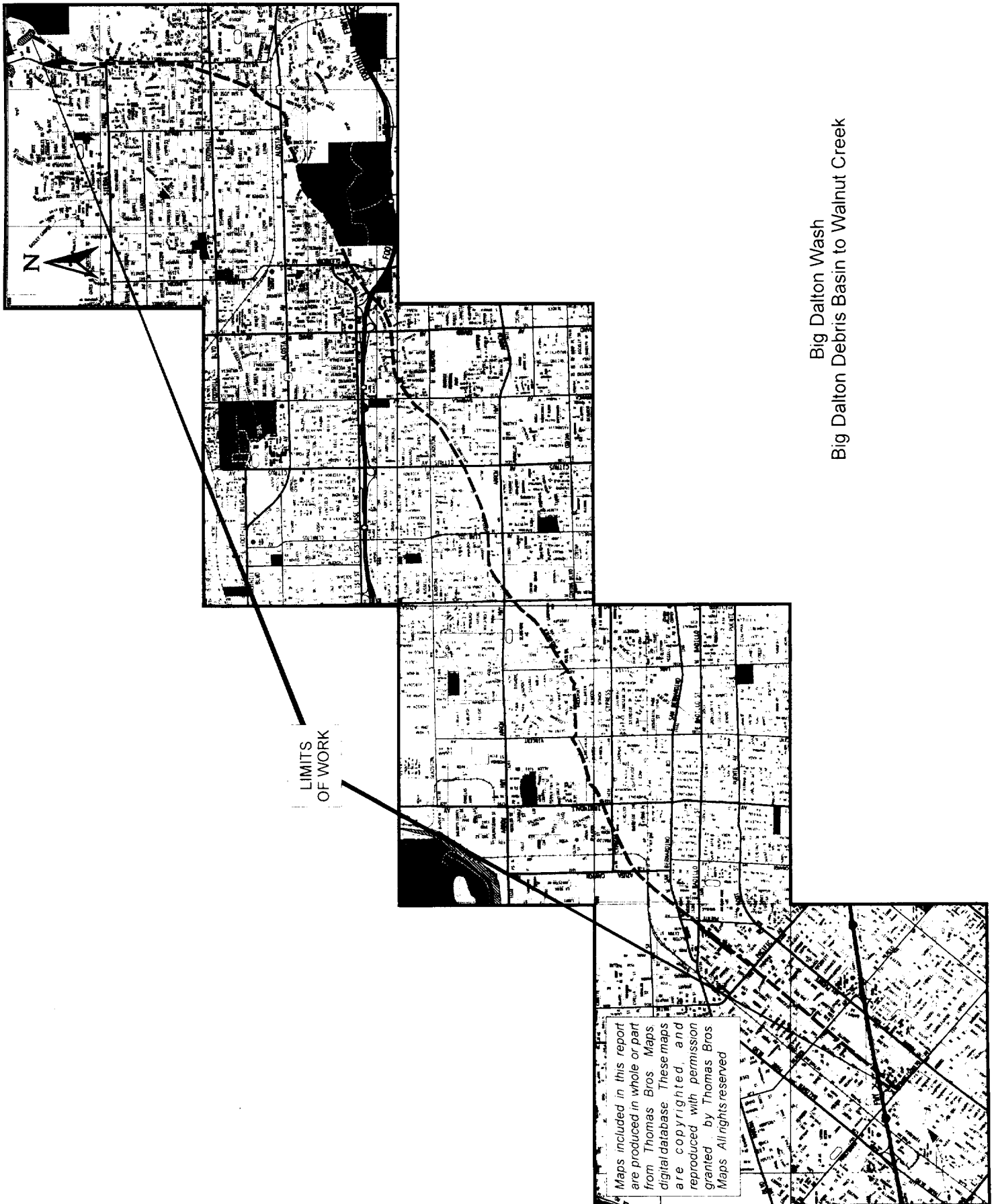


Arcadia Lima Street Branch  
Orange Grove Avenue to Huntington Drive



Arcadia Main Branch  
100' n/o Huntington Drive to the Rio Hondo

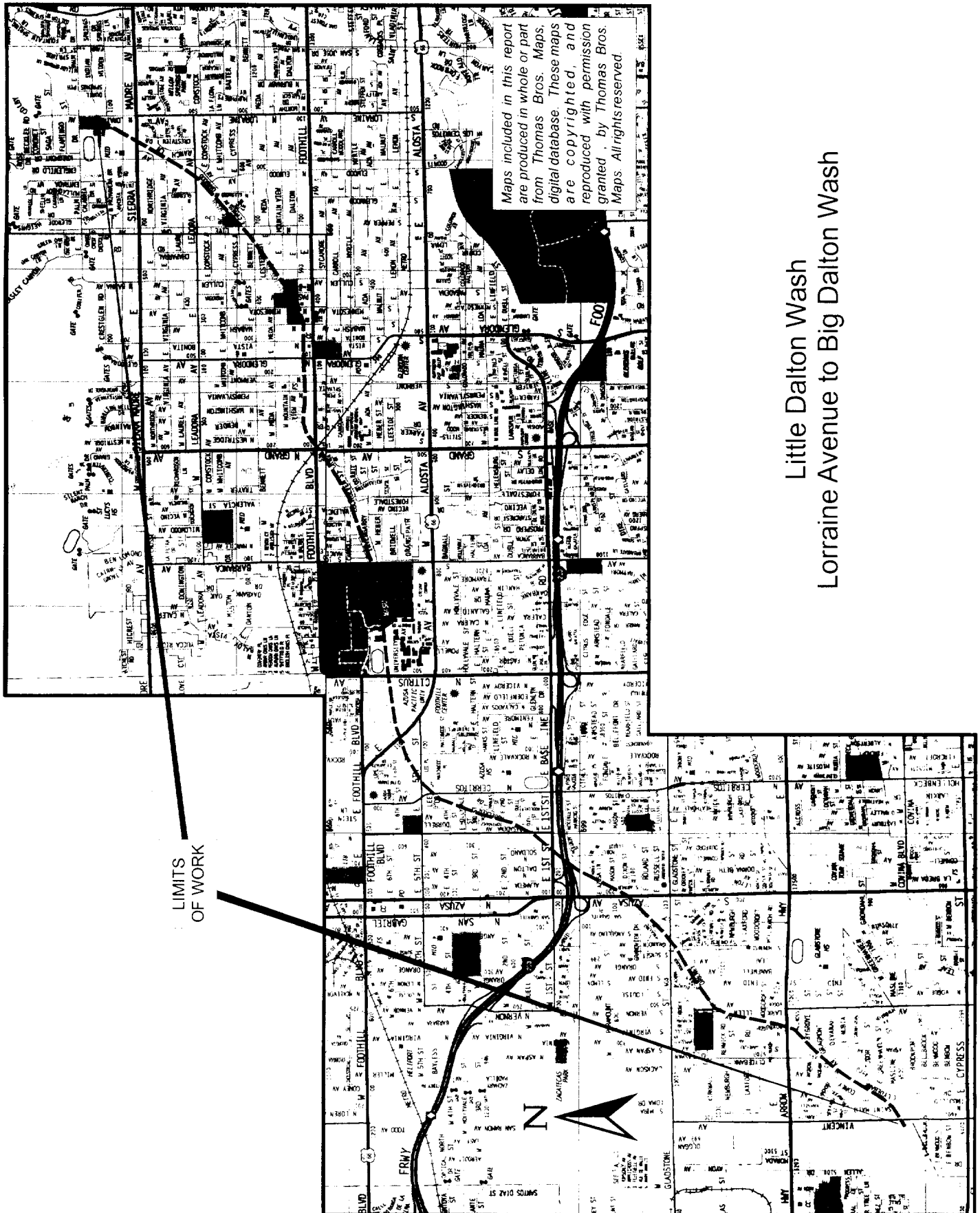




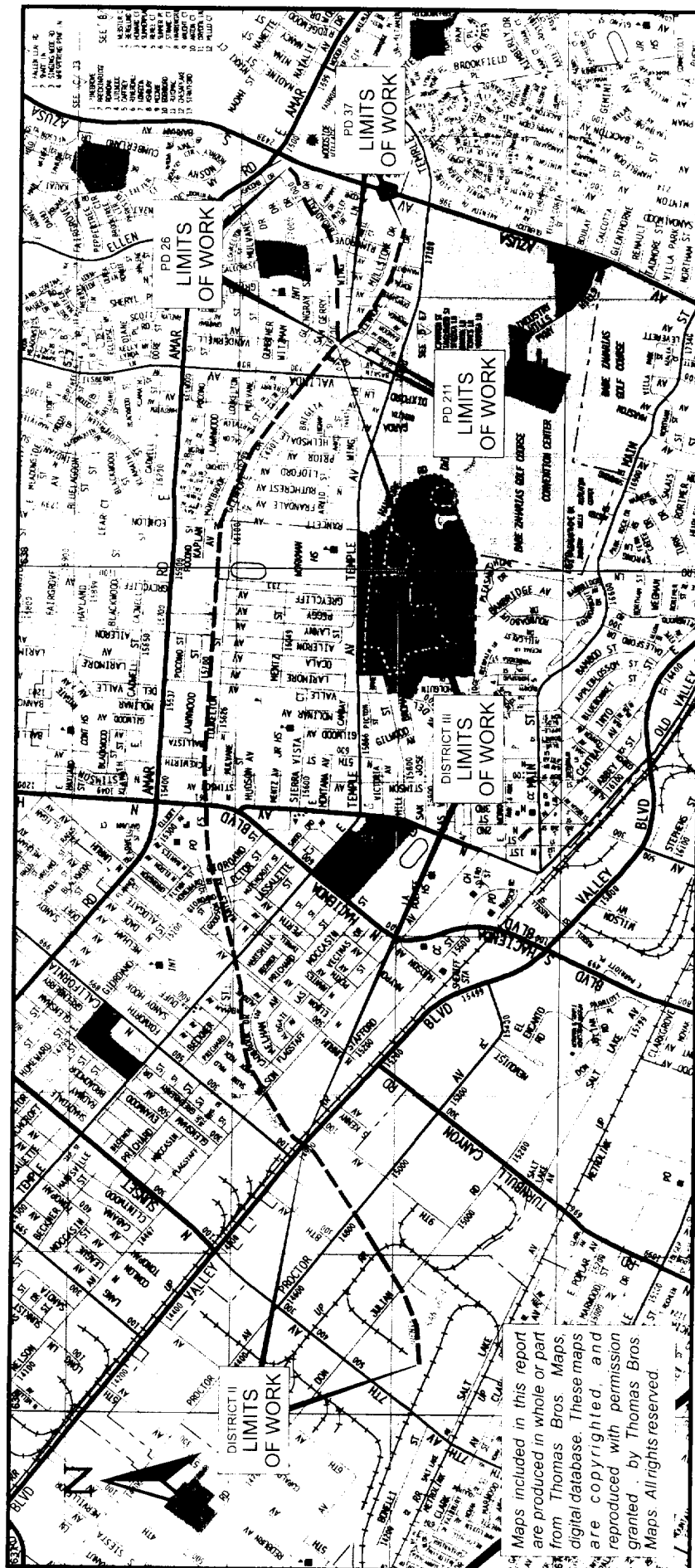


Eaton Wash  
Entire System  
2005 Trash Free Channel – East Area

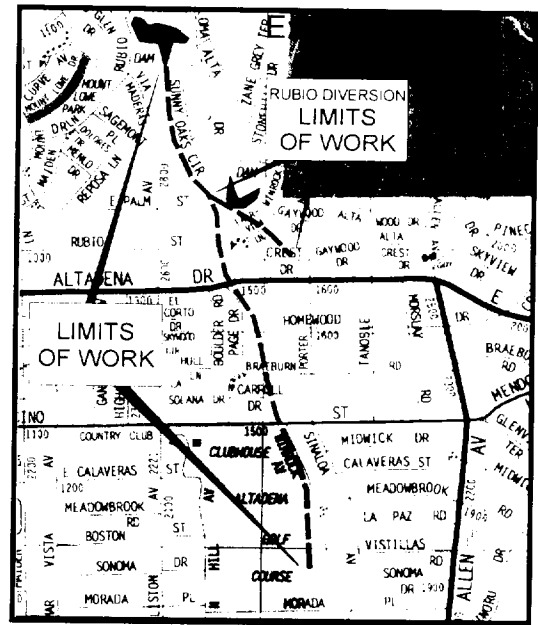
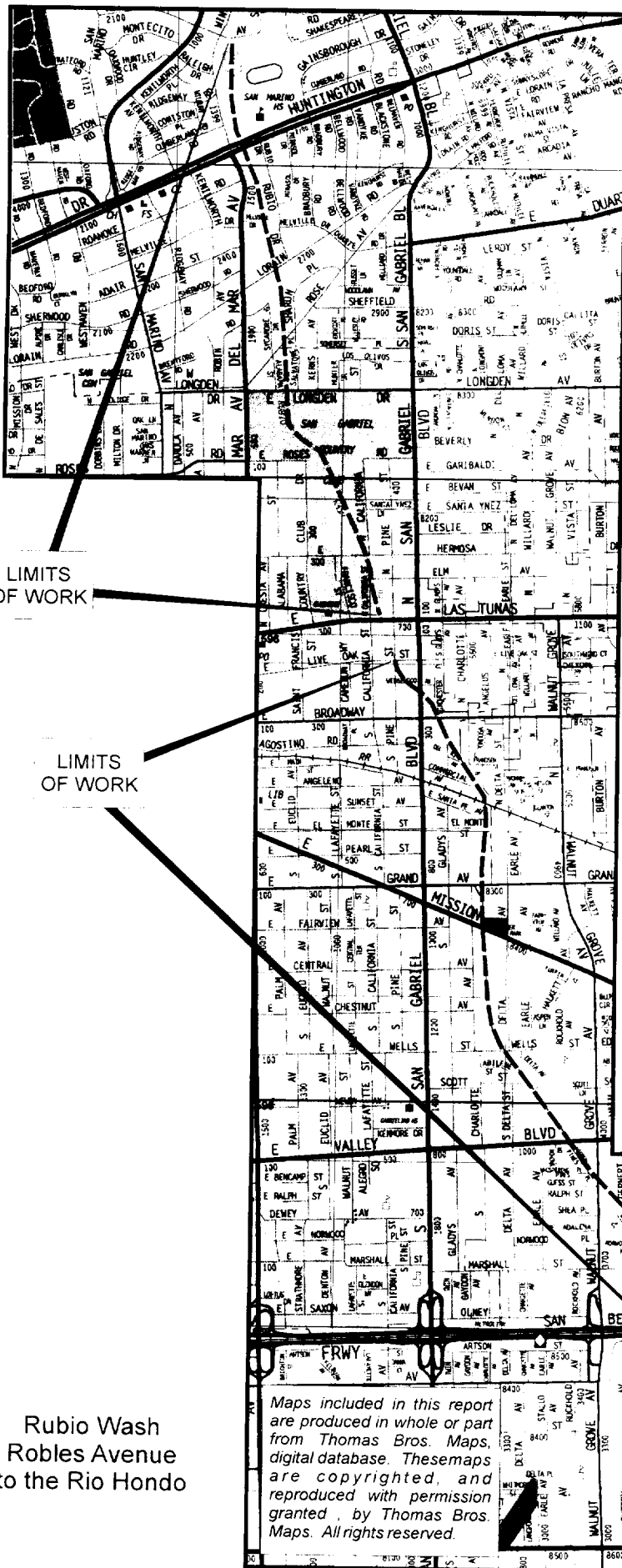




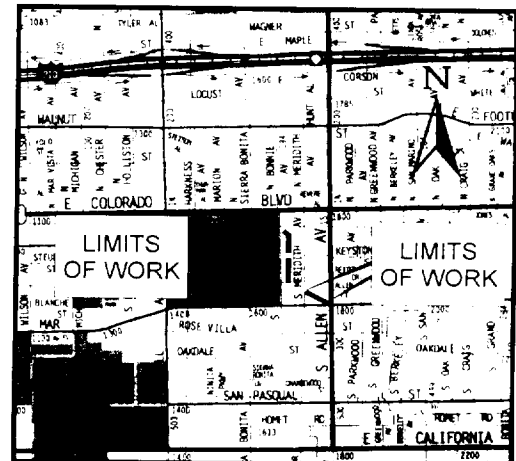
Little Dalton Wash  
Lorraine Avenue to Big Dalton Wash



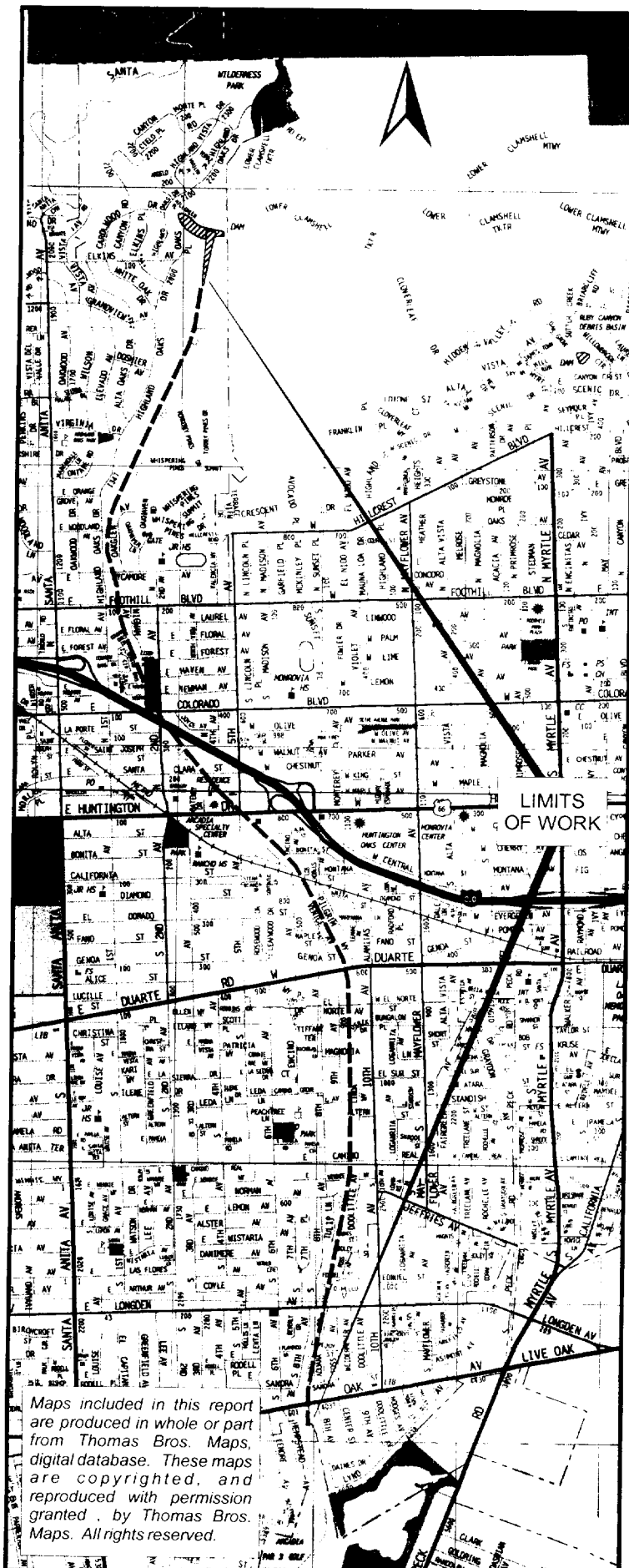
Puente Creek  
North and South Forks



Rubio Wash  
Rubio Debris Basin to Altadena Golf Club Basin  
&  
Rubio Diversion  
Rubio Wash to Crest Drive

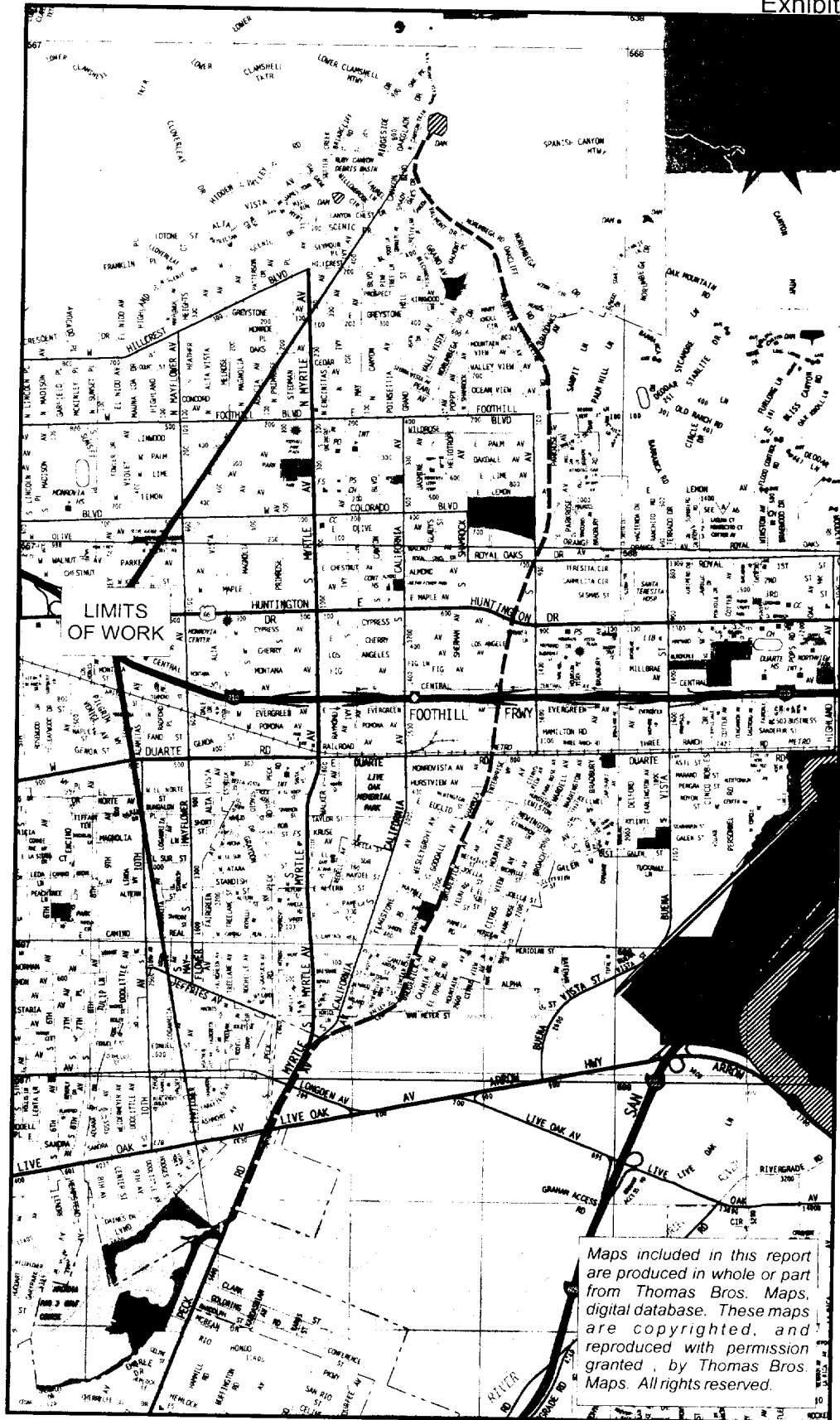


Rubio Wash  
Bonnie Avenue to Allen Avenue



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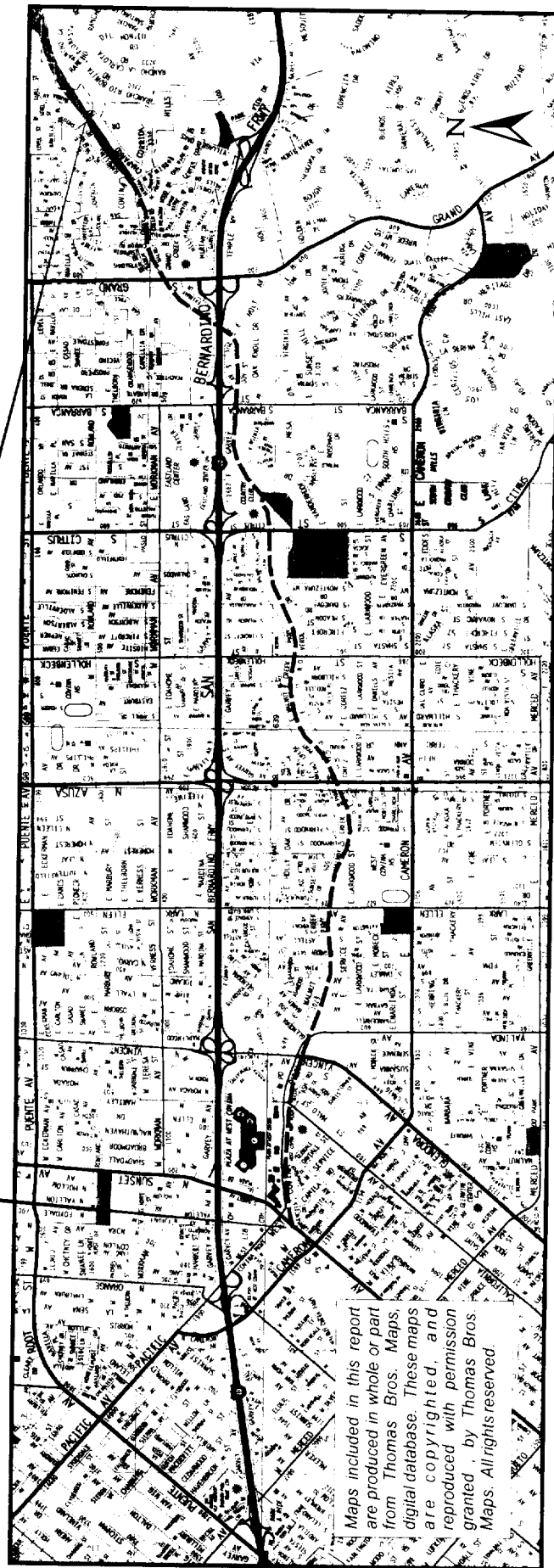
## Santa Anita Wash Entire System



Sawpit Wash  
Entire System

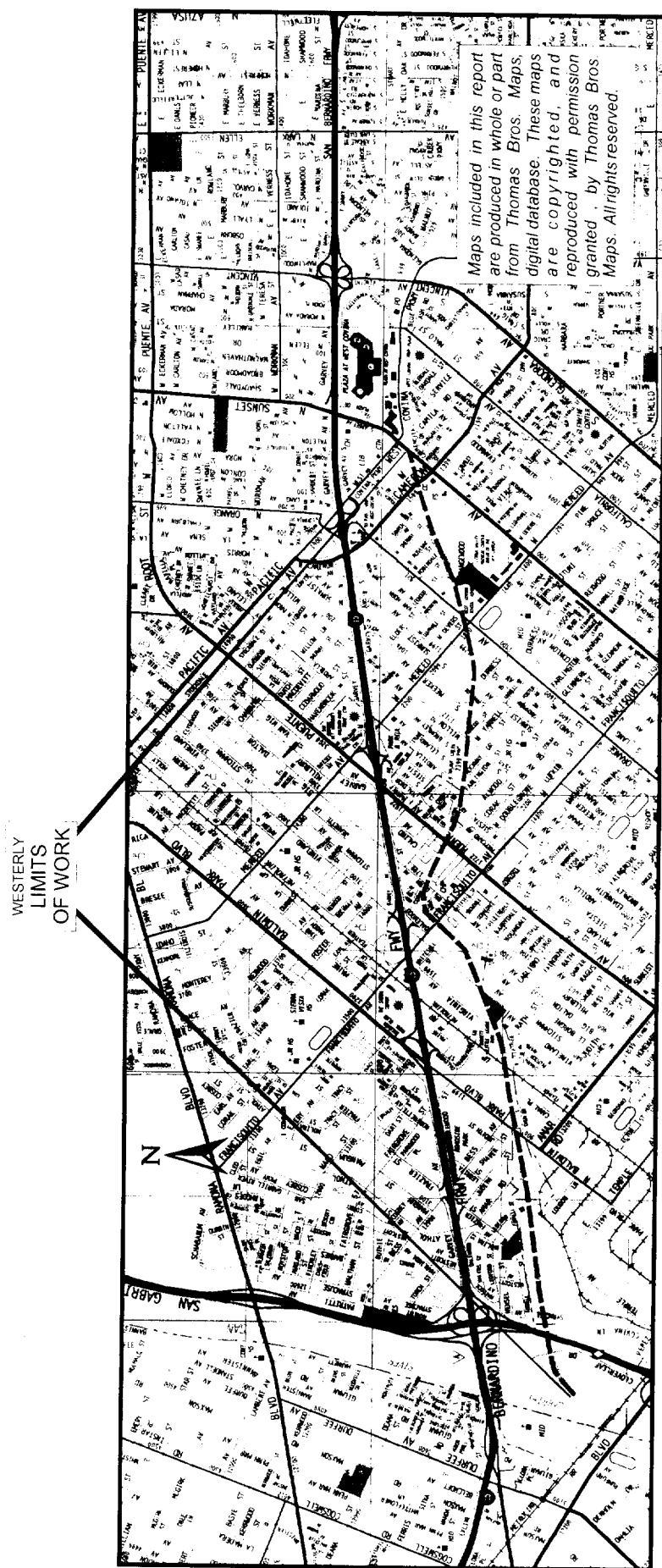
2005 Trash Free Channel – East Area

EASTERLY  
LIMITS  
OF WORK



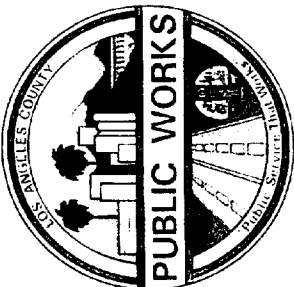
Walnut Creek  
Eastern Portion

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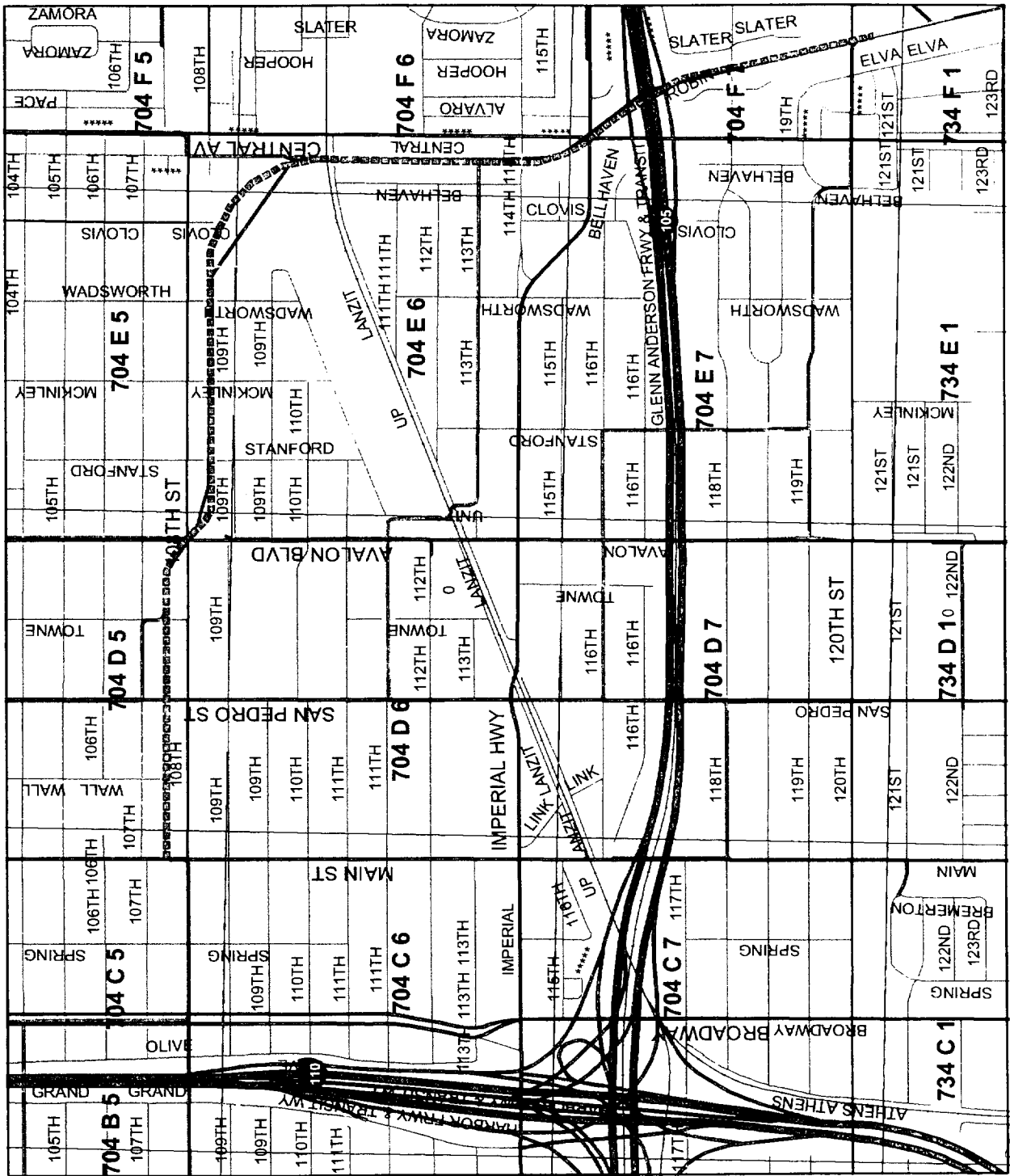
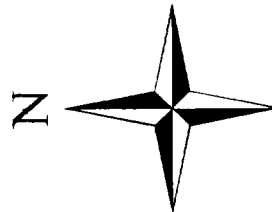


2005 Trash Free Channel – East Area

# TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005 COMPTON CREEK

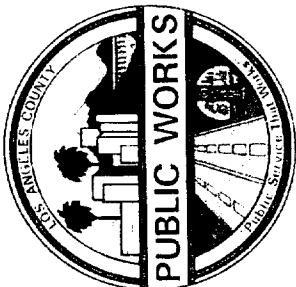


COMPTON CREEK  
PORTION TO CLEAN  
COUNTY DRAIN



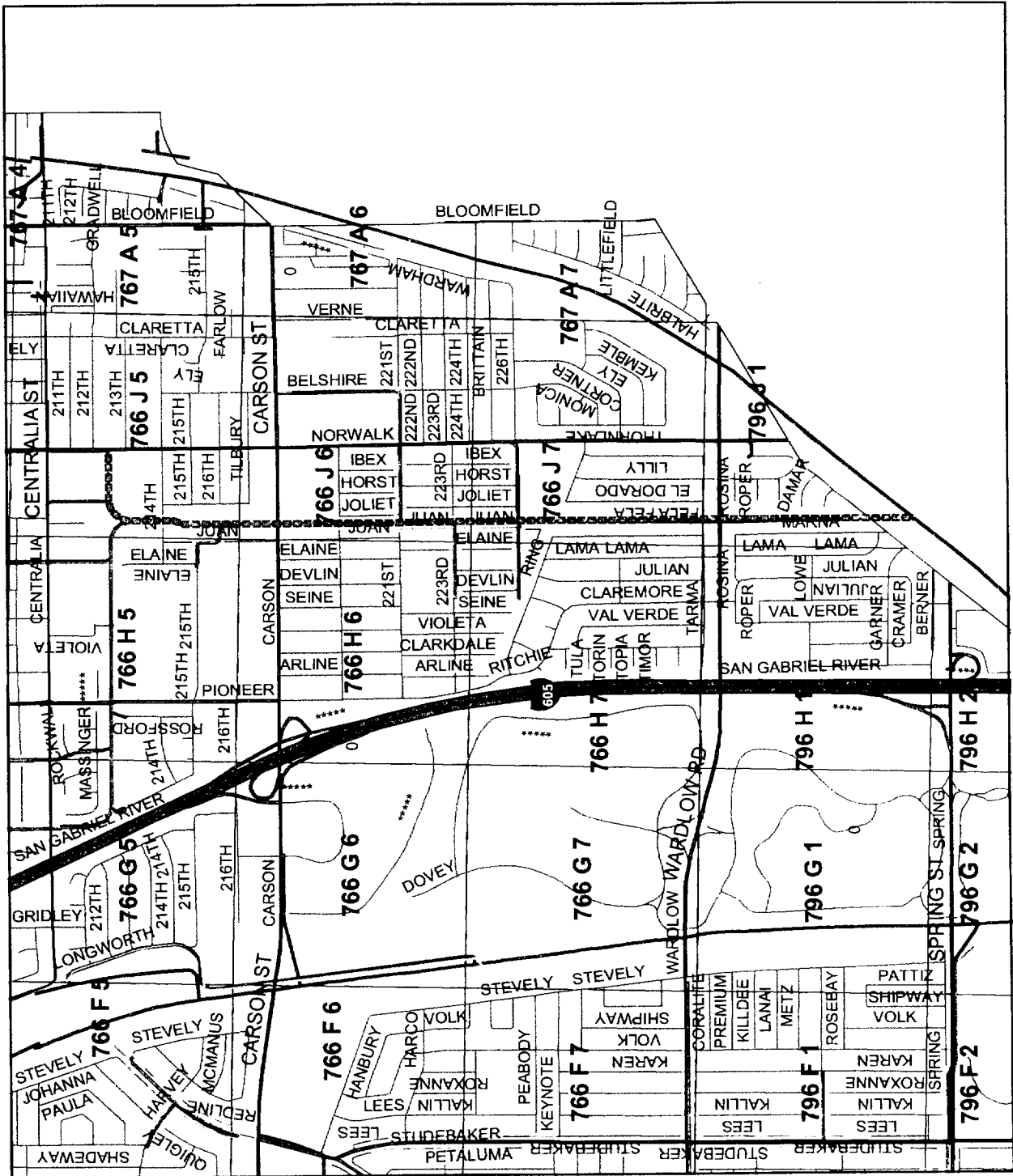
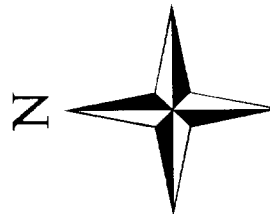


# TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005 PROJECT 21

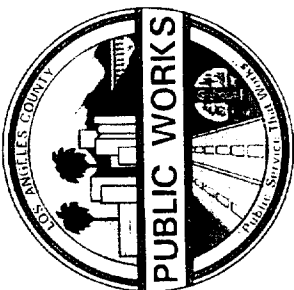


## PROJECT 21



PORTION TO CLEAN  
COUNTY DRAIN

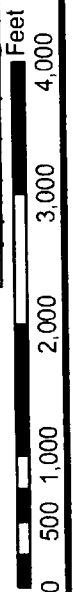
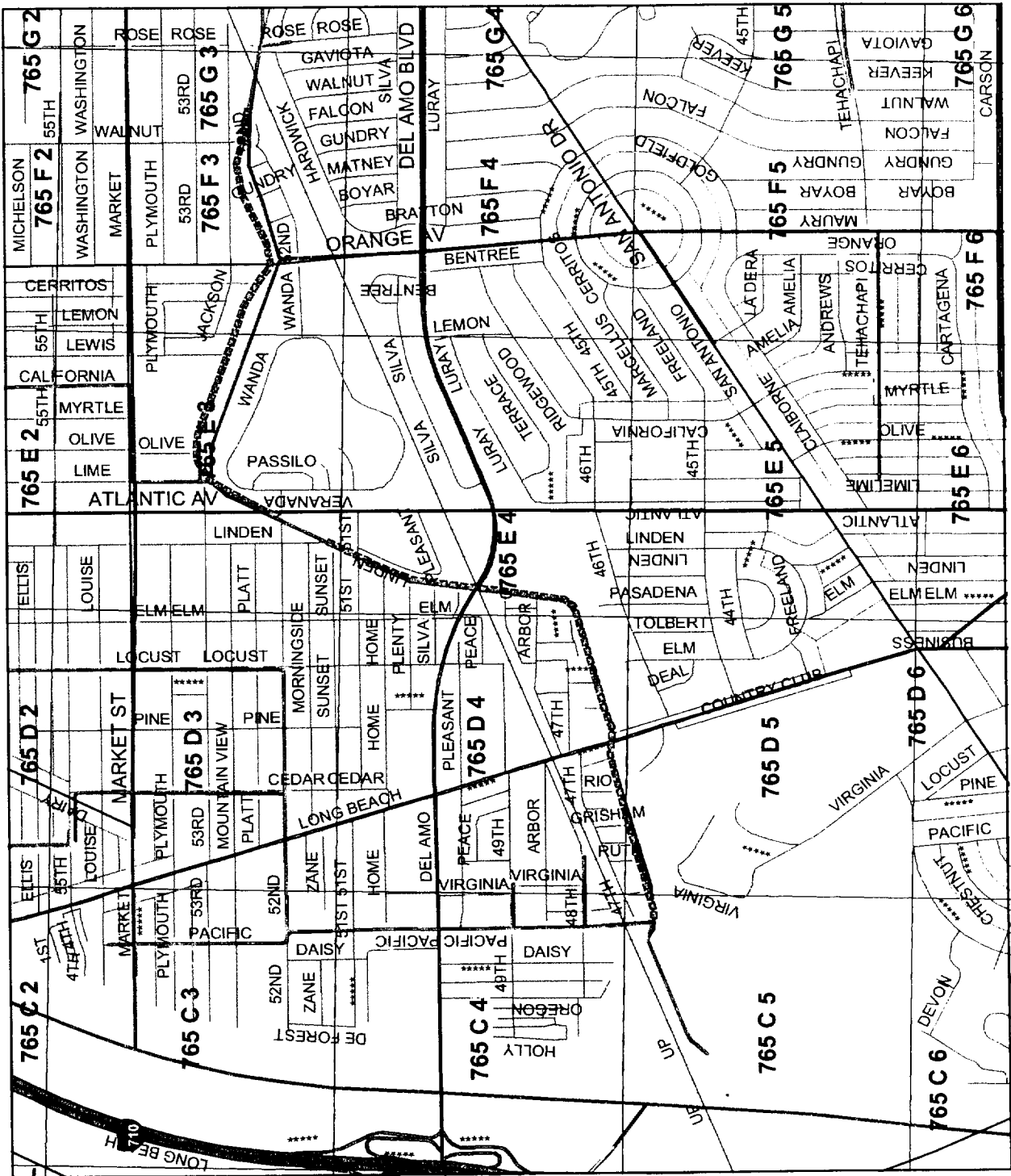
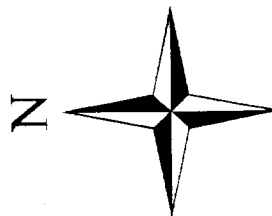


# TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005 PROJECT 130

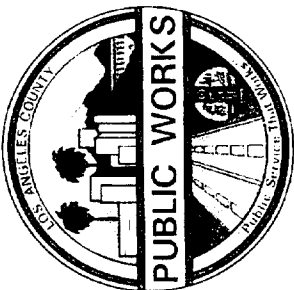


## PROJECT 130

 PORTION TO CLEAN  
 COUNTY DRAIN

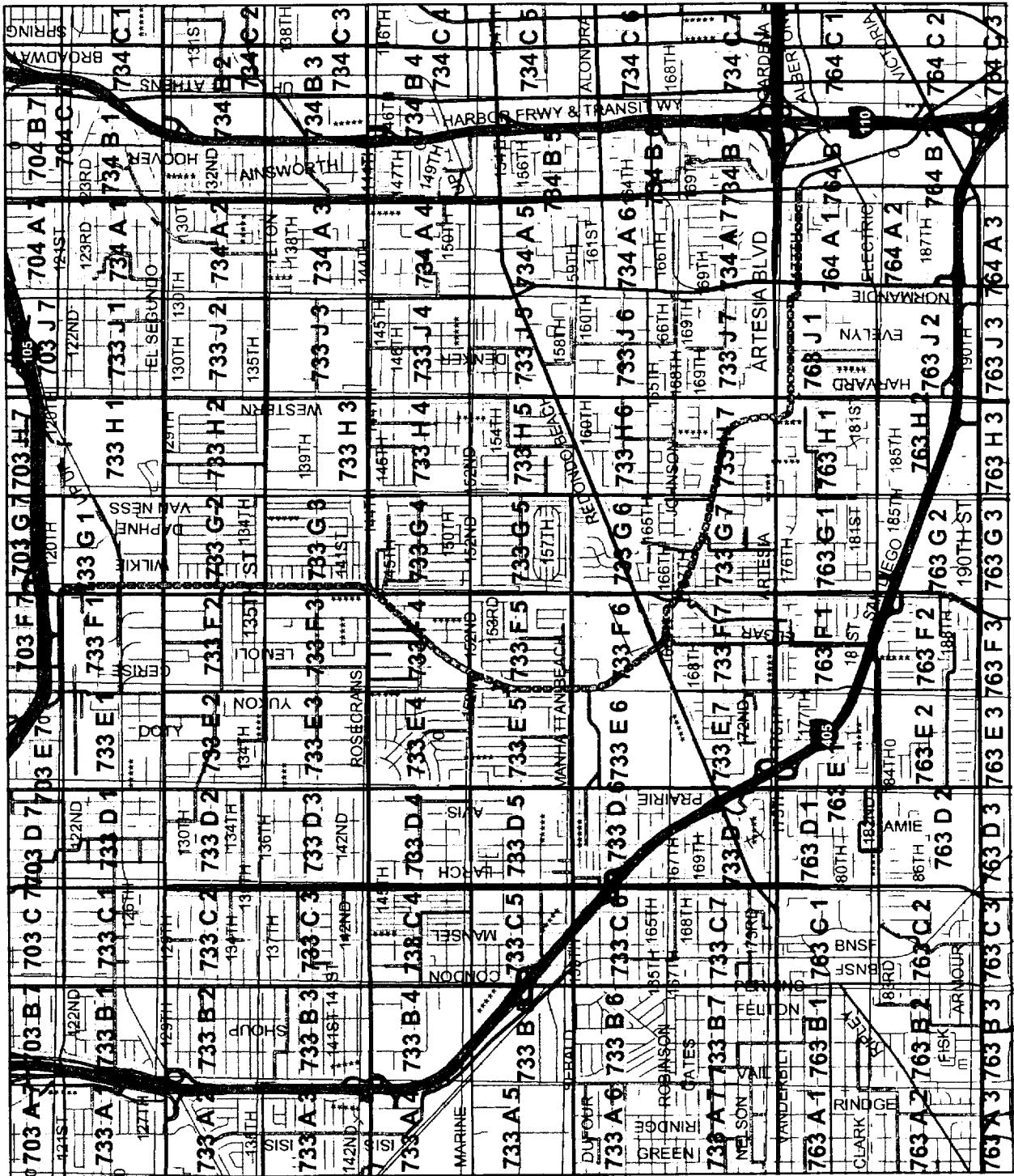
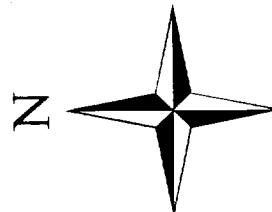


# TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005 DOMINGUEZ CHANNEL

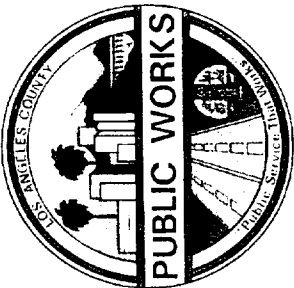


## DOMINGUEZ CHANNEL

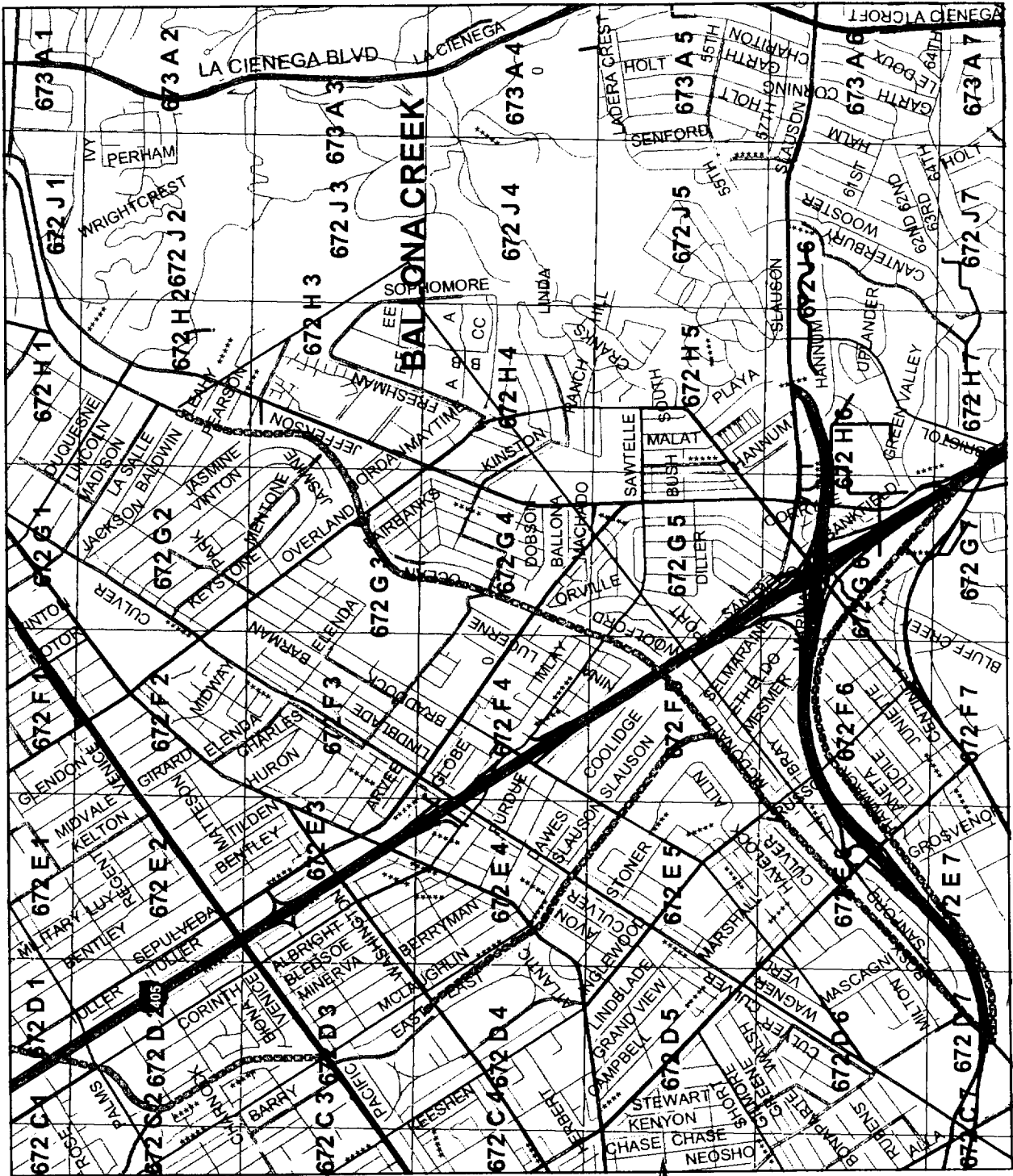
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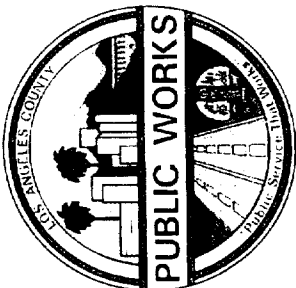
TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005  
BALLONA CREEK-MAP 1



BALLONA CREEK MAP 1  
PORTION TO CLEAN  
COUNTY DRAIN

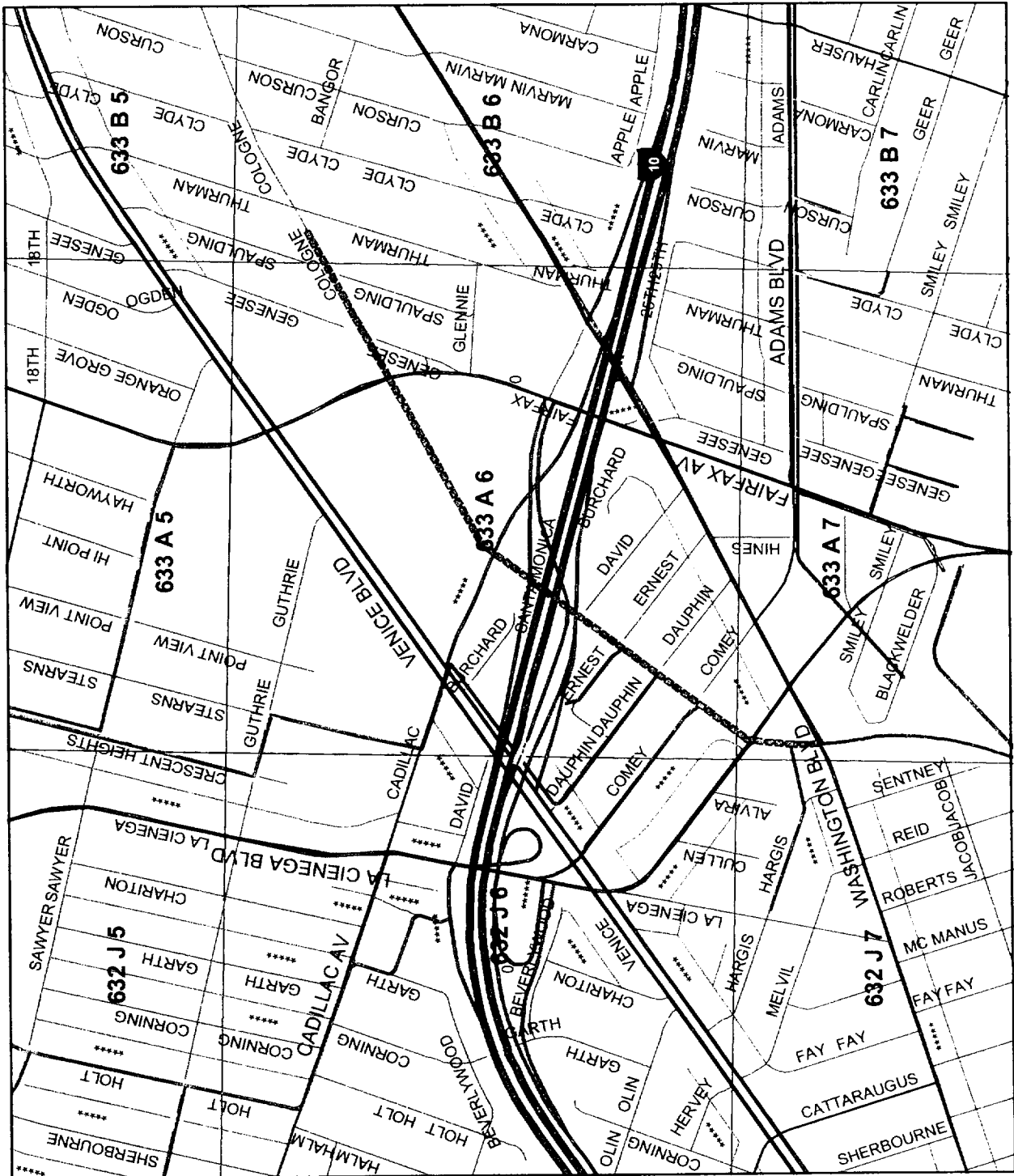
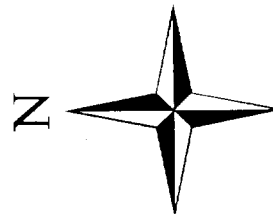


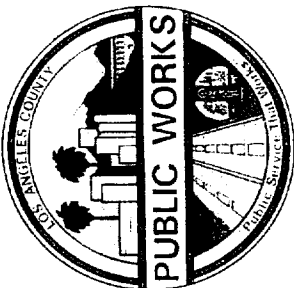
TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005  
BALLONA CREEK MAP2



BALLONA CREEK MAP2

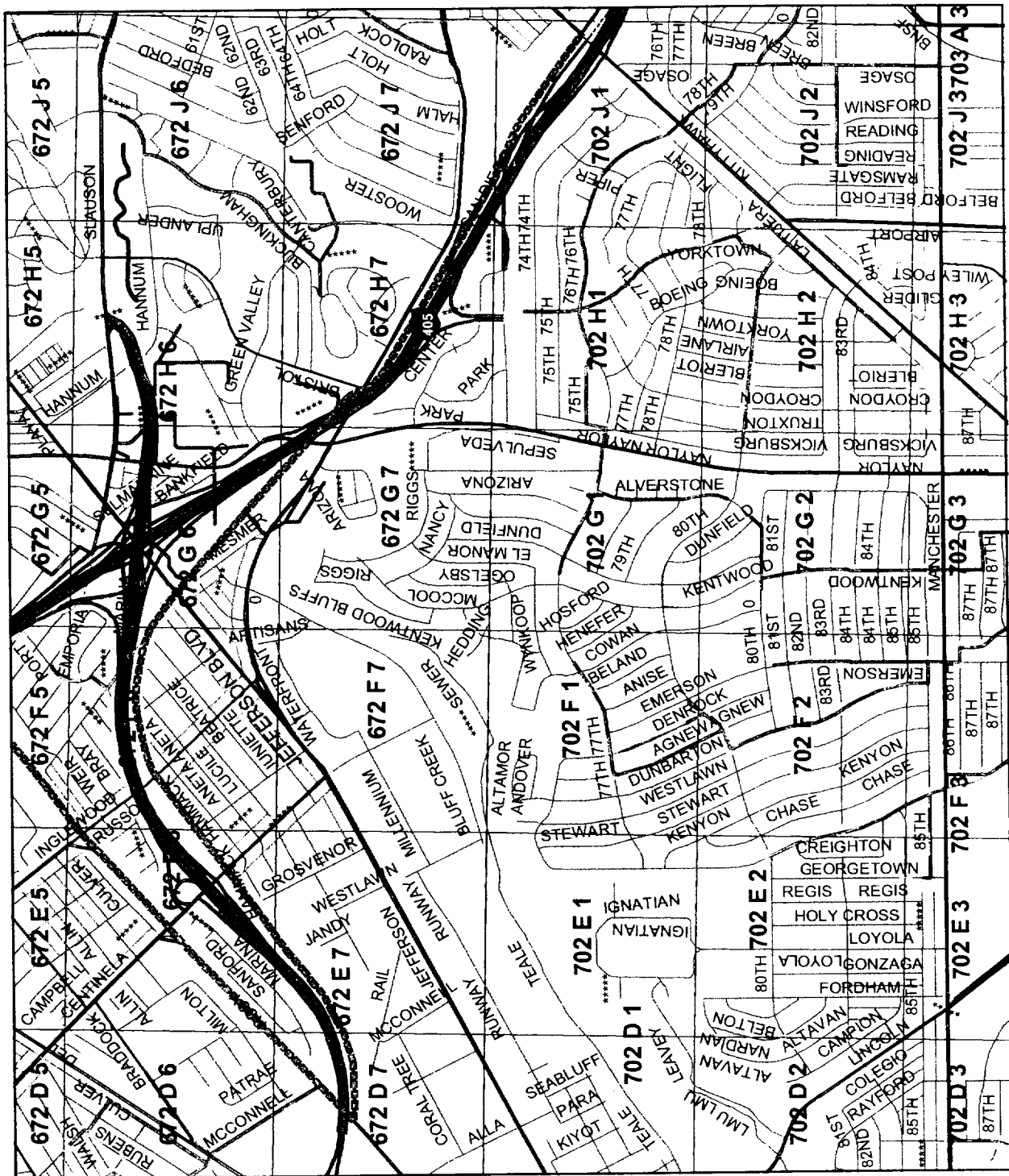
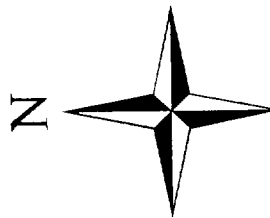
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COUNTY DRAIN



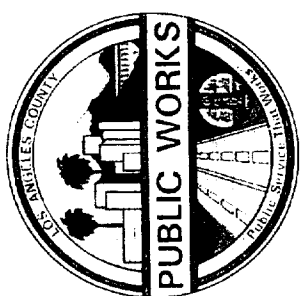


CENTINELA CREEK

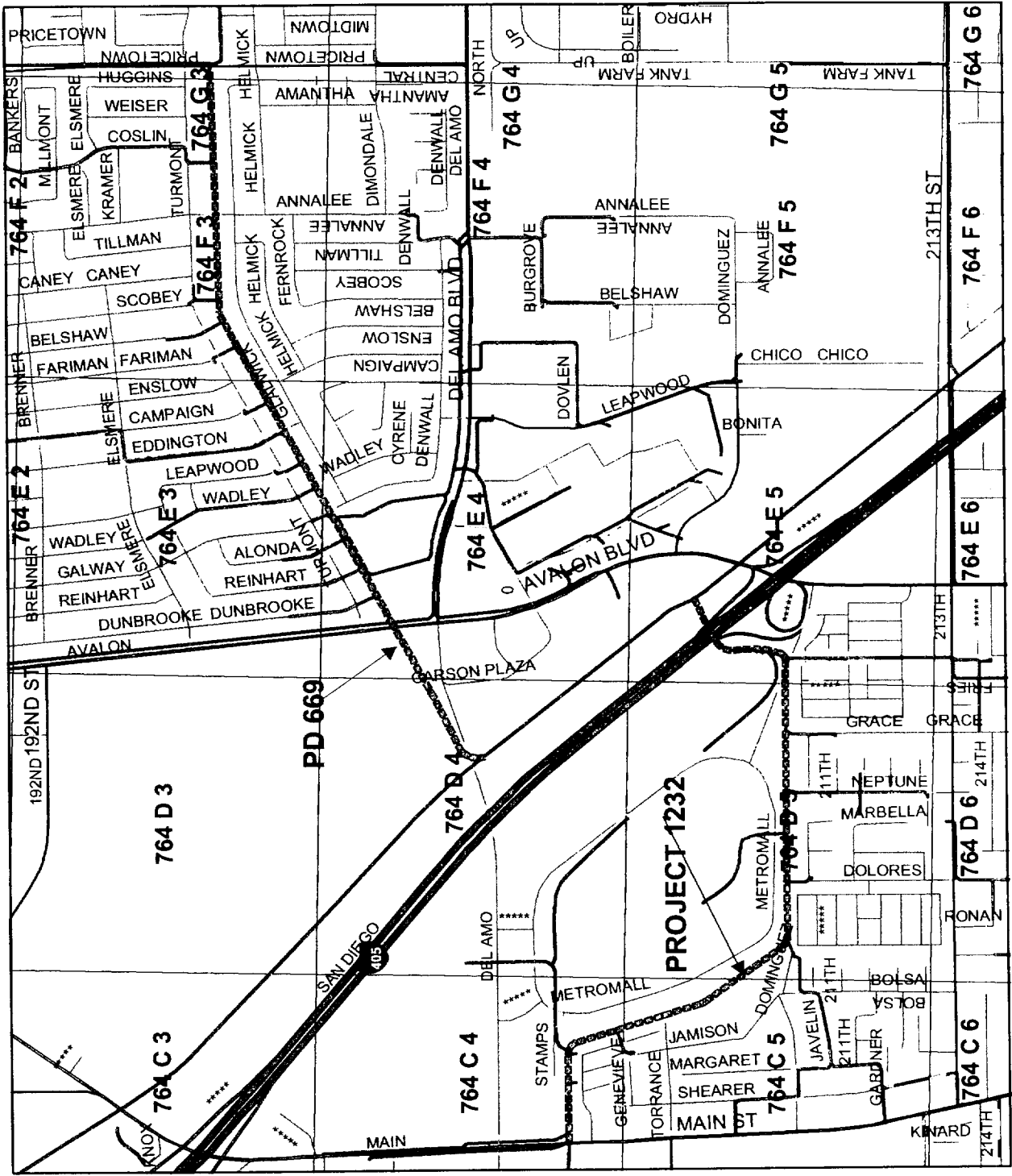
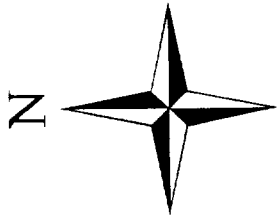
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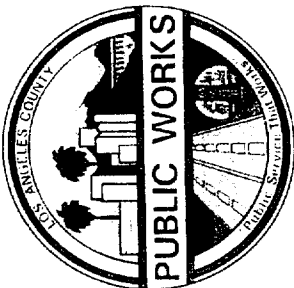
TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005  
PD 669 / PROJECT 1232



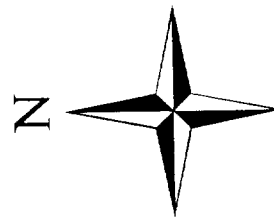
PD 669  
PROJECT 1232  
PORTION TO CLEAN  
COUNTY DRAIN



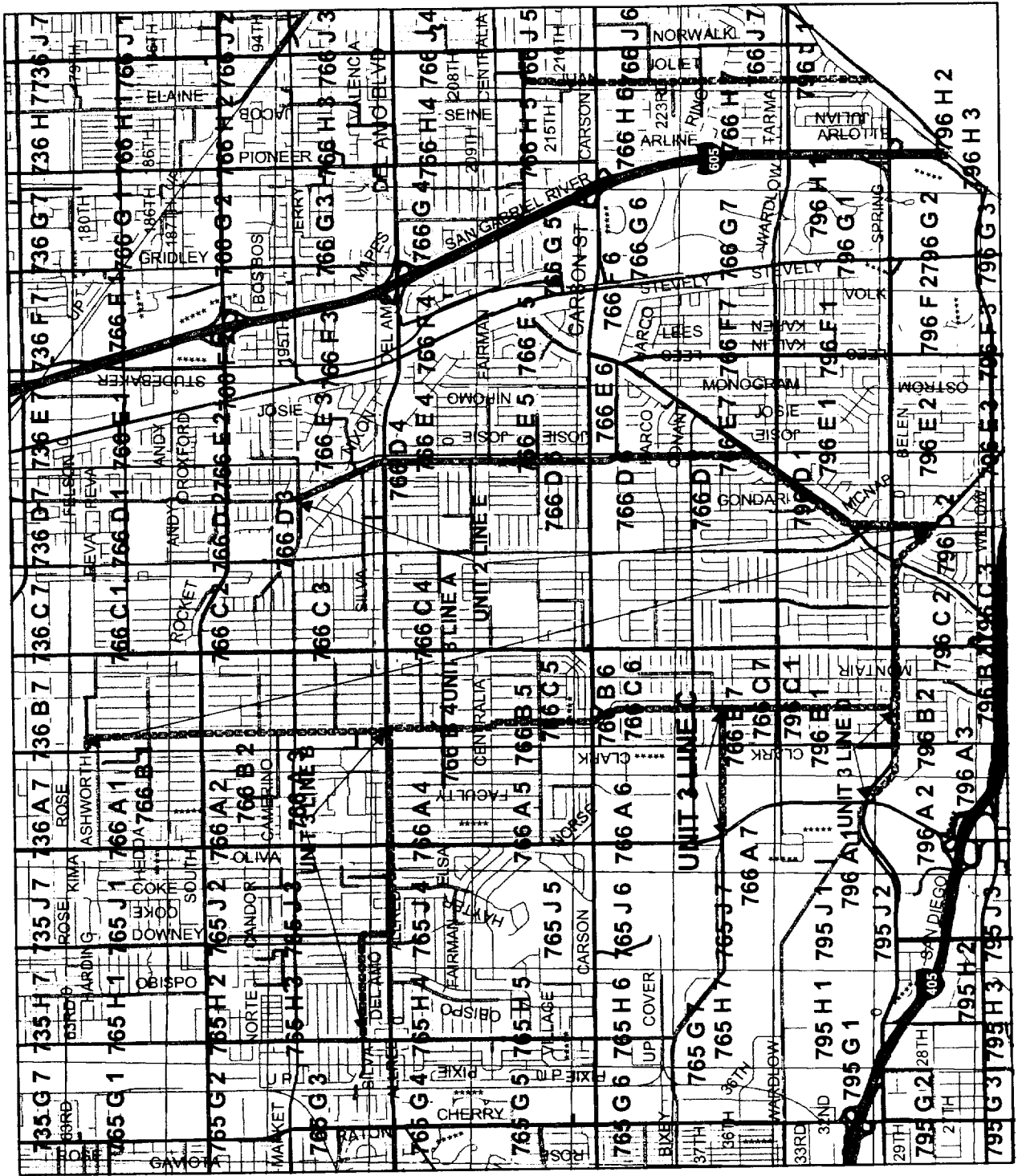
# TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005 PROJECT 9



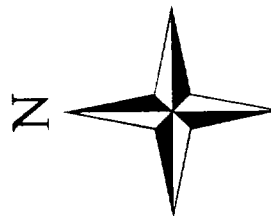
**PROJECT 9**  
 ■■ PORTION TO CLEAN  
 — COUNTY DRAIN



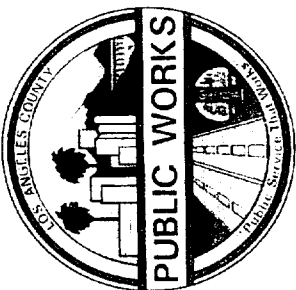
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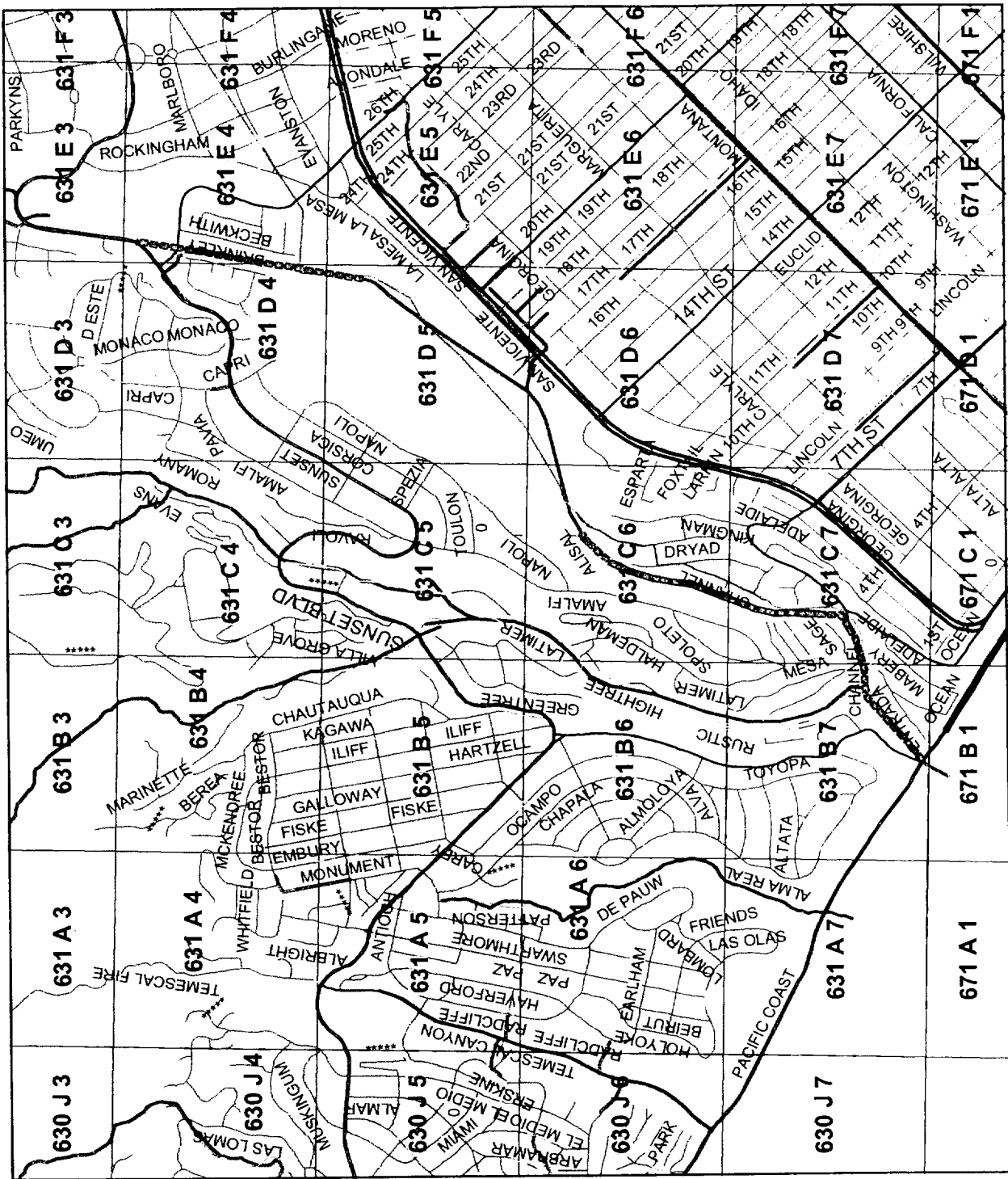
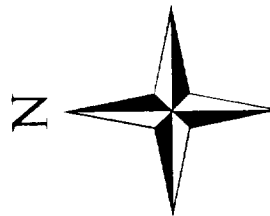




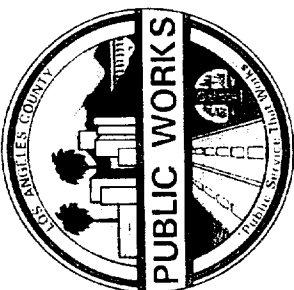
TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005  
SANTA MONICA CYN CHANNEL



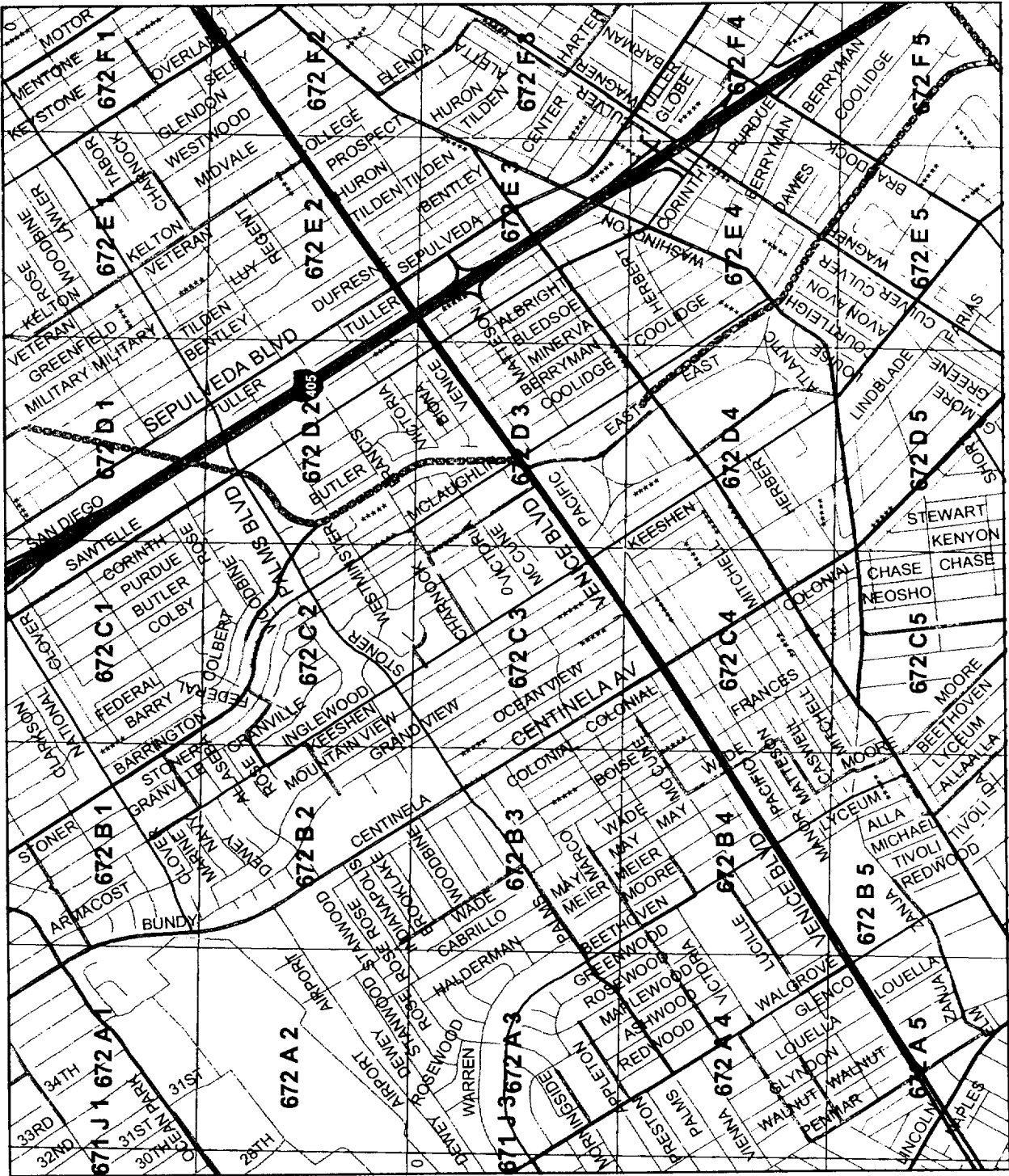
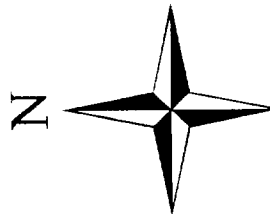
SANTA MONICA CYN  
CHANNEL  
--- PORTION TO CLEAN  
--- COUNTY DRAIN



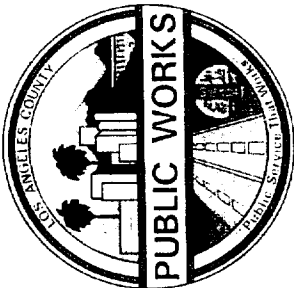
TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005  
SEPELVUDA CHANNEL



SEPELVUDA  
CHANNEL  
--- PORTION TO CLEAN  
--- COUNTY DRAIN

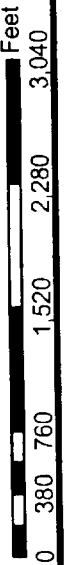
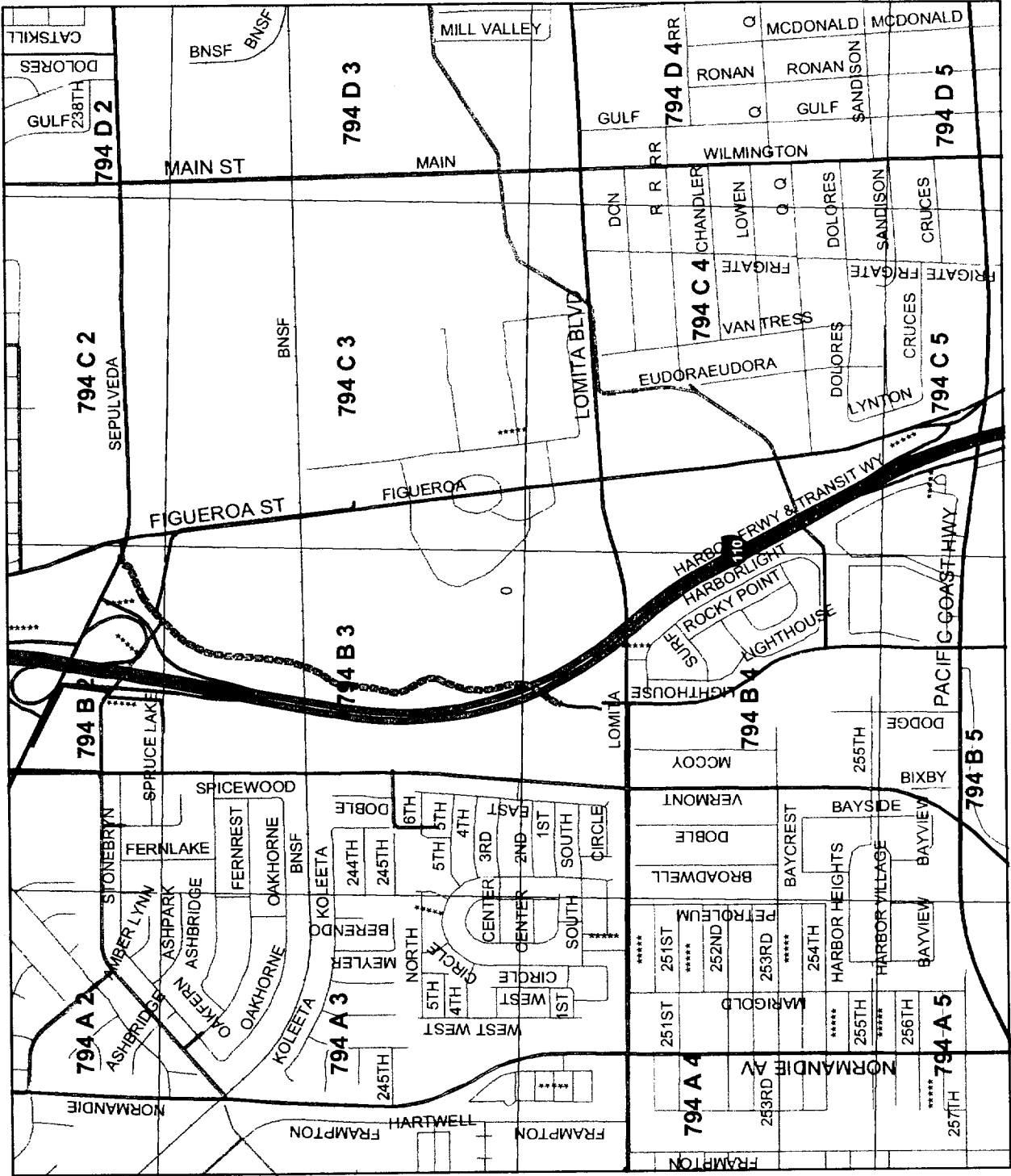


# TRASH FREE CHANNEL CONTRACT-SOUTH AREA 2005 WILMINGTON DRAIN

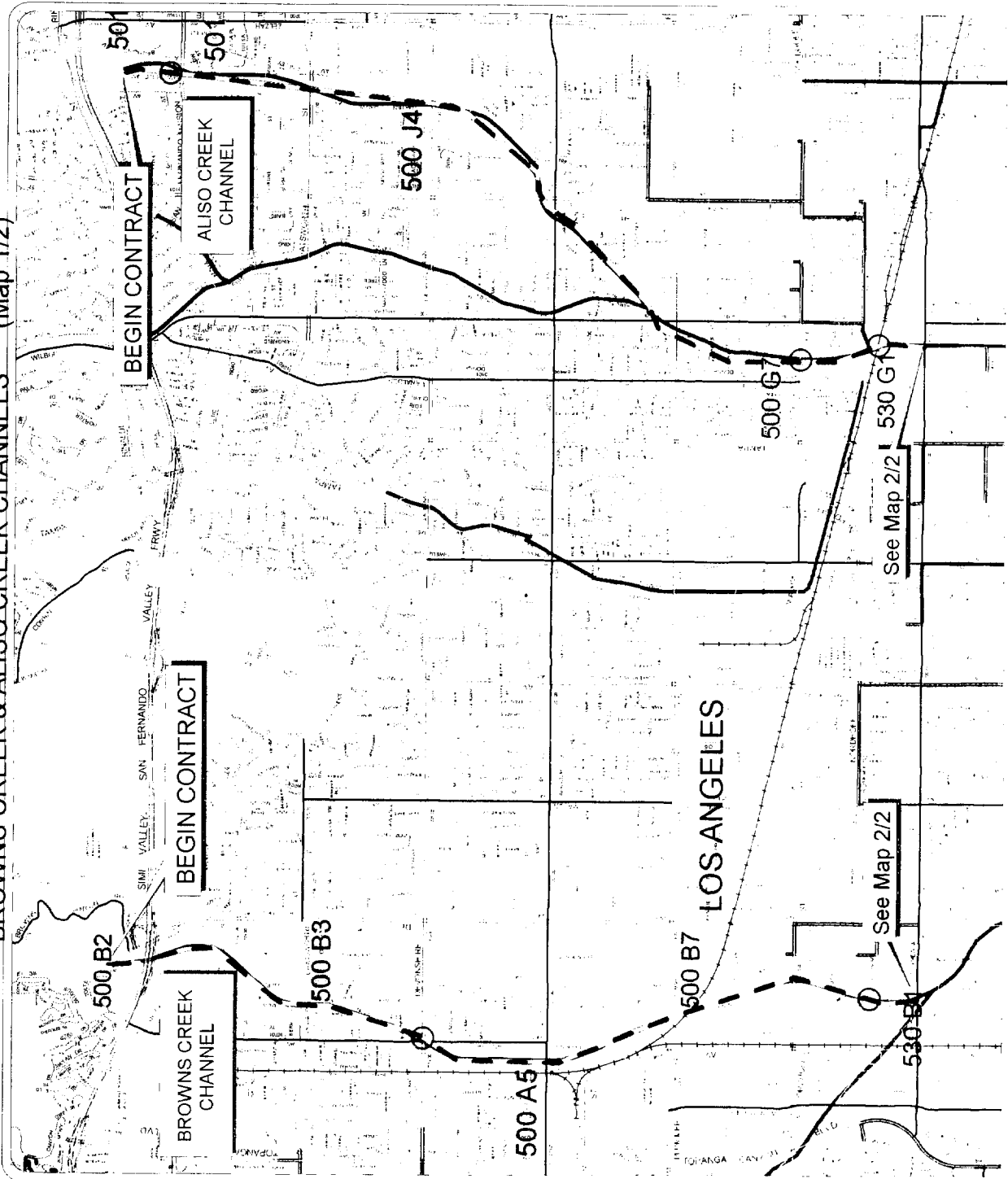
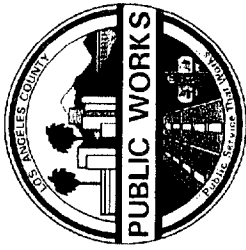


## WILMINGTON DRAIN

PORTION TO CLEAN  
 COUNTY DRAIN



# Trash Free Channel Contract-West Area 2005 BROWNS CREEK & ALISO CREEK CHANNELS (Map 1/2)



## LEGEND

- Invert access ramp.shp
- Portion to clean.shp
- Drains.shp

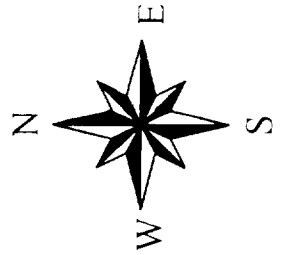
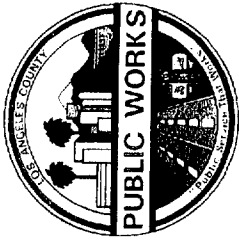
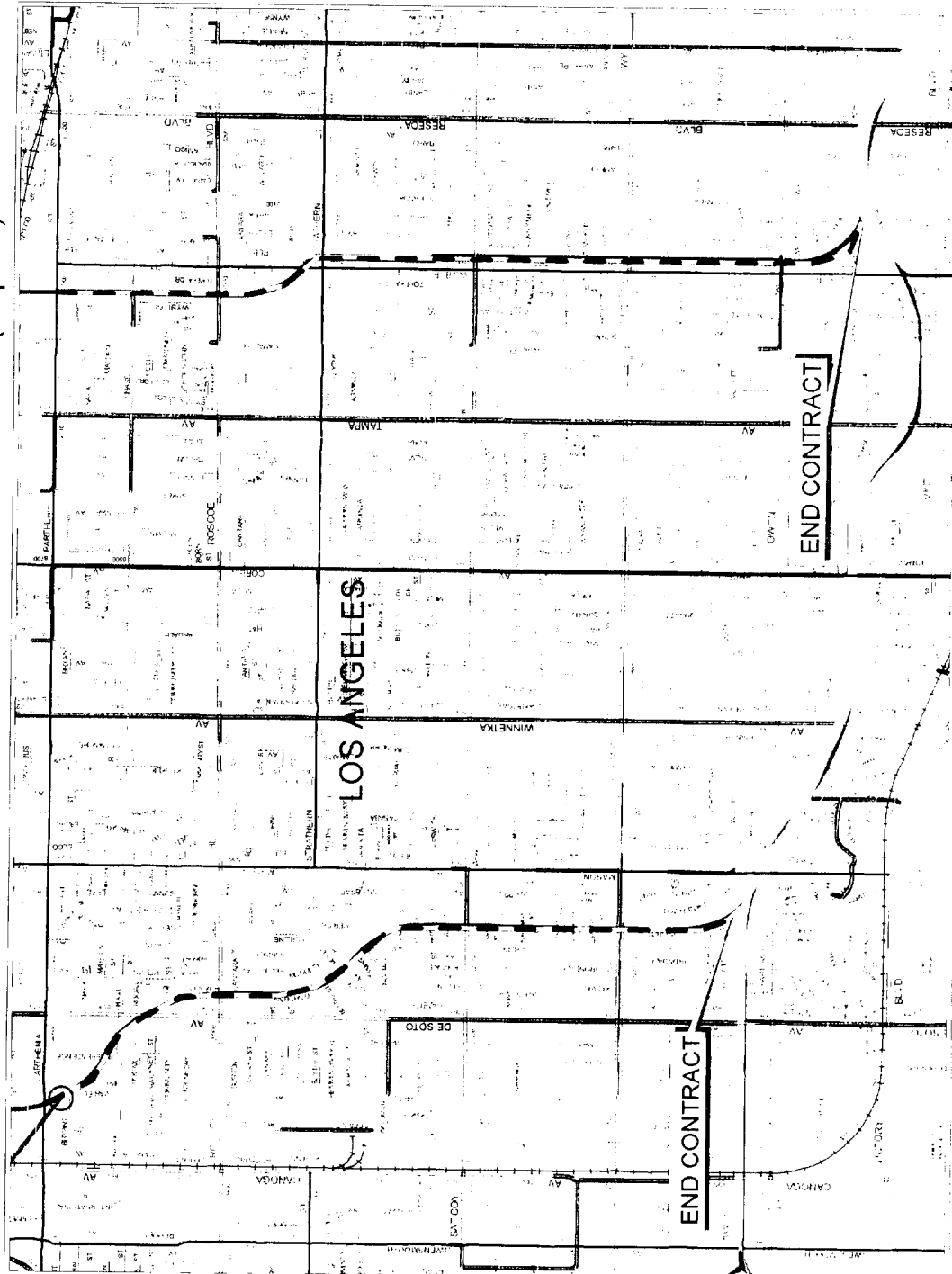


EXHIBIT C.1



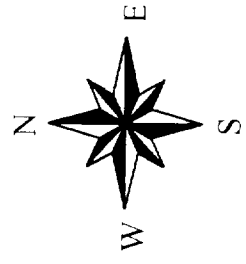


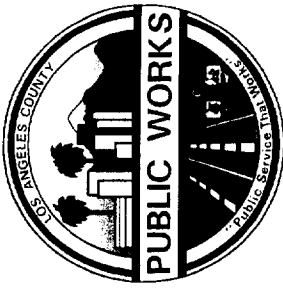
Trash Free Channel Contract-West Area 2005  
BROWNS CREEK & ALISO CREEK CHANNELS (Map 2/2)



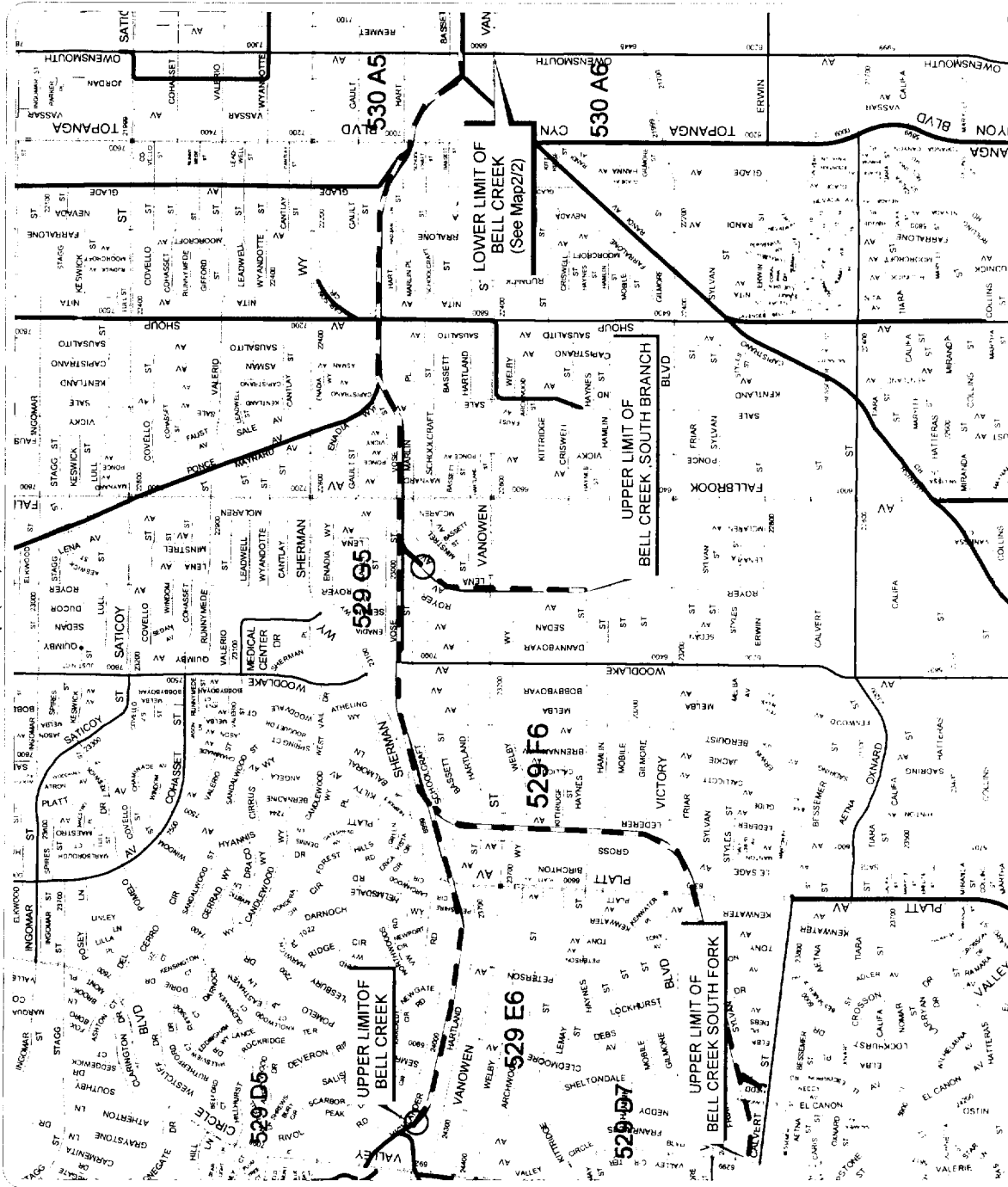
LEGEND

- Invert access ramp.shp
- Portion to clean.shp
- Drains.shp





Trash Free Channel Contract-West Area 2005  
UPPER LOS ANGELES RIVER (INCLUDING BELL CREEK, BELL CREEK SOUTH FORK & BELL CREEK SOUTH BRANCH)  
Map (1/2)

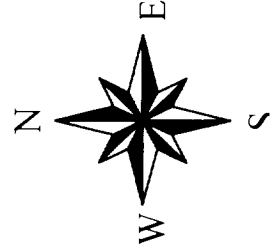


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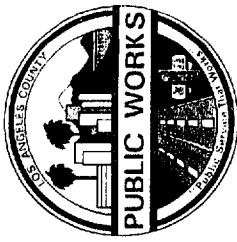
Invert access ramp.shp

Portion to clean.shp

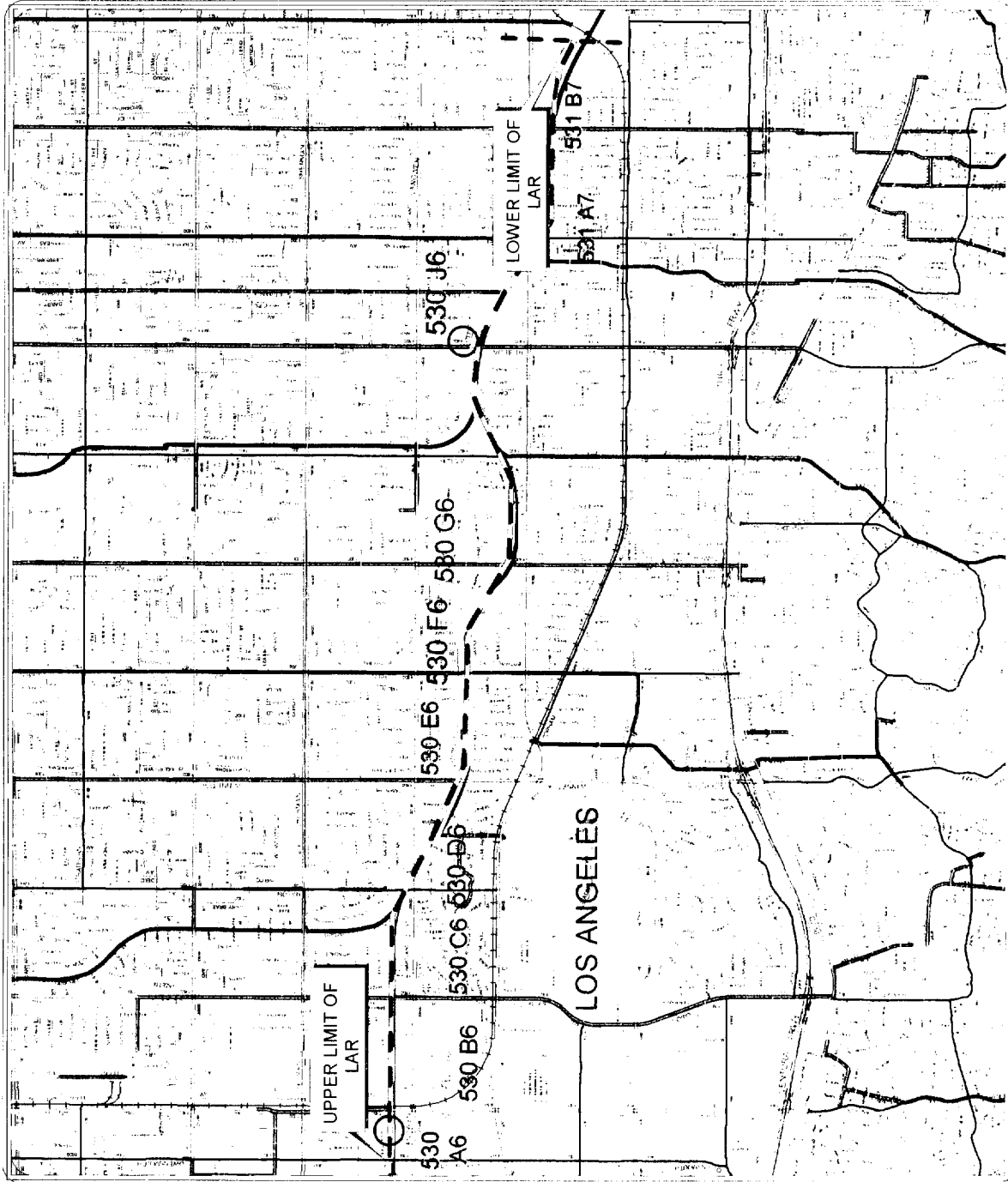
Drains.shp



2000 0 2000 4000 6000 8000 Feet

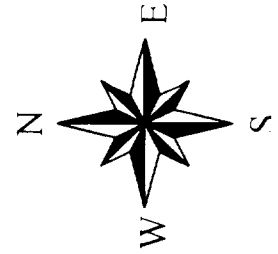


Trash Free Channel Contract-West Area 2005  
UPPER LOS ANGELES RIVER (INCLUDING BELL CREEK, BELL CREEK SOUTH FORK & BELL CREEK SOUTH BRANCH)  
Map (2/2)

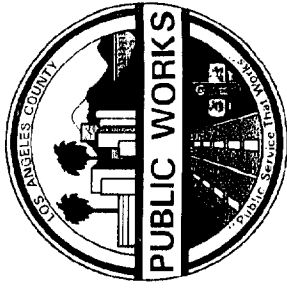


LEGEND

- Invert access ramp.shp
- Portion to clean.shp
- Drains.shp



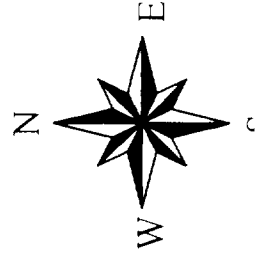




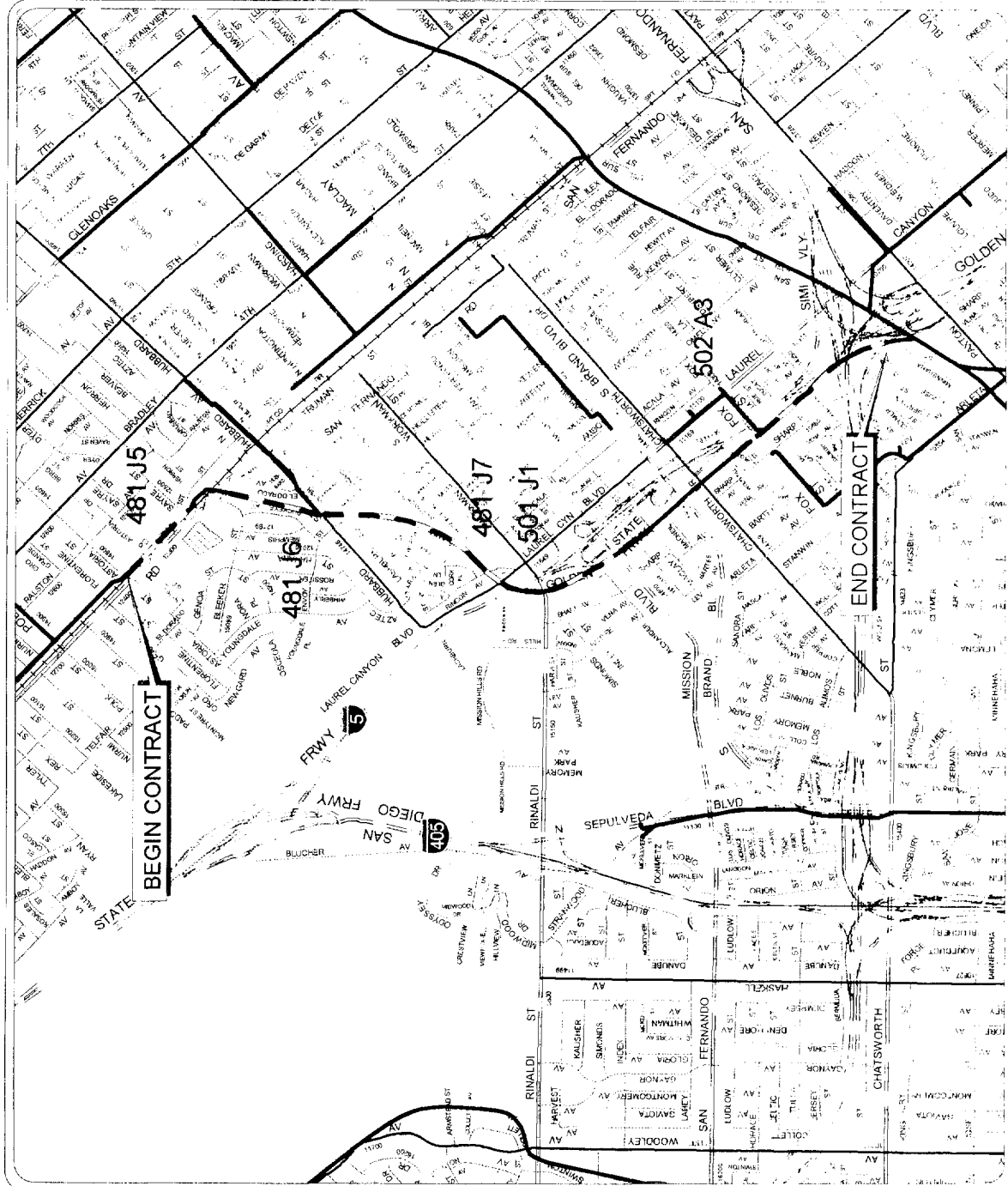
LEGEND

Portion to clean ship

Drains ship



Trash Free Channel Contract-West Area 2005  
EAST CANYON CHANNEL



2000 0 2000 4000 6000 8000 Feet

Trash Free Channel Contract-West Area 2005  
PACOIMA WASH-LADPW

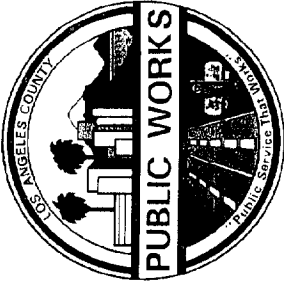
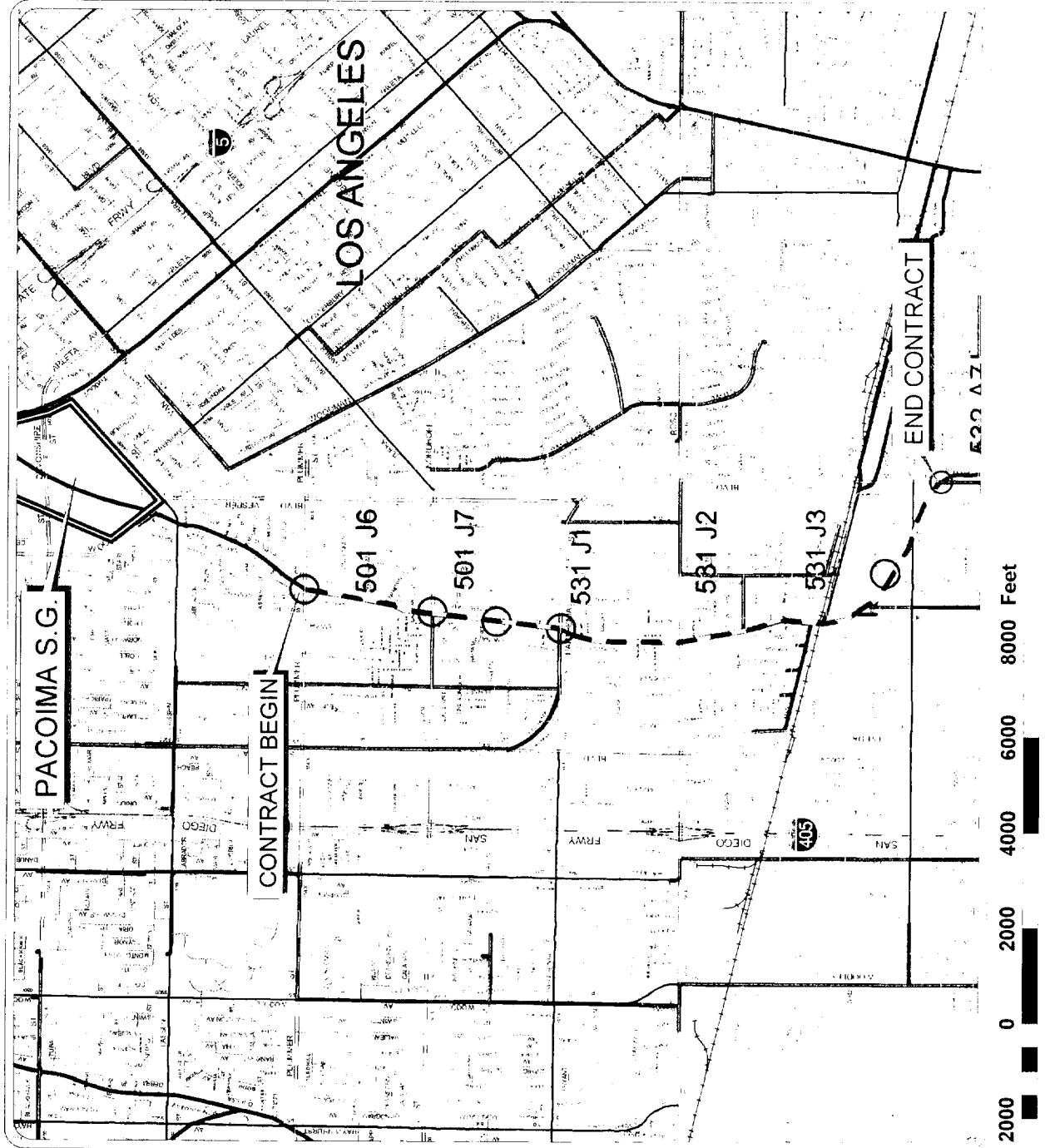


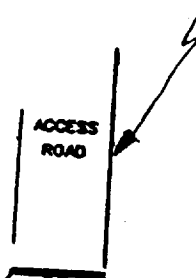
EXHIBIT C.6



CHANNEL RIGHT OF WAY



CHANNEL RIGHT OF WAY



SECTION OF STREAMBED (TYPICAL)

NOT TO SCALE



(To be handed to the Department Representative at the end of each week)

DATE SUBMITTED

**PAGE \_\_\_\_\_ OF \_\_\_\_\_**

[illegible]

NAME OF CONTRACTOR REPRESENTATIVE :

**SIGNATURE OF CONTRACTOR REPRESENTATIVE:** \_\_\_\_\_

NAME OF DEPARTMENT REPRESENTATIVE: \_\_\_\_\_

**SIGNATURE OF DEPARTMENT REPRESENTATIVE: \_\_\_\_\_**

**White Copy - Contractor**

Canary Copy - Flood/Fremont

**Pink Copy - User Division**

56-0023 DPW 7/02

EXHIBIT E

# Department of the Treasury Internal Revenue Service Notice 1015

(Rev. December 2003)

## Have You Told Your Employees About the Earned Income Credit (EIC)?

---

### What Is the EIC?

The EIC is a refundable tax credit for certain workers.

**A change to note.** Workers **cannot** claim the EIC if their 2003 investment income (such as interest and dividends) is over \$2,600.

### Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on **Form W-4**, Employee's Withholding Allowance Certificate.

**Note:** You are encouraged to notify each employee whose wages for 2003 are less than \$34,692 that he or she may be eligible for the EIC.

### How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS **Form W-2**, Wage and Tax Statement, which has the required information about the EIC on the back of **Copy B**.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- **Notice 797**, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 9, 2004.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice by calling 1-800-829-3676, or from the IRS website at [www.irs.gov](http://www.irs.gov).

### How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2003 instructions for Form 1040, 1040A, 1040EZ, or **Pub. 596**, Earned Income Credit (EIC).

### How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2003 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2003 and owes no tax but is eligible for a credit of \$791, he or she must file a 2003 tax return to get the \$791 refund.

### How Do My Employees Get Advance EIC Payments?

Eligible employees who expect to have a qualifying child for 2004 can get part of the credit with their pay during the year by giving you a completed **Form W-5**, Earned Income Credit Advance Payment Certificate. You **must** include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see **Circular E (Pub. 15)**, Employer's Tax Guide.

---

**Notice 1015**  
(Rev. 12-2003)

# No shame. No blame. No names.

Newborns can be safely given up  
at any Los Angeles County  
hospital emergency room or fire station.



In Los Angeles County

1-877-EBABYSAFE

1-877-222-9723

[www.lacounty.gov/ebabysafe](http://www.lacounty.gov/ebabysafe)



Los Angeles County  
Department of Public Health

12115 Culver Blvd., Suite 200  
Culver City, CA 90230

For more information, call  
800-222-9723



Los Angeles County Department of Social Services  
Emergency Services Unit

12115 Culver Blvd., Suite 200  
Culver City, CA 90230

For more information, call  
800-222-9723

© 2000 Los Angeles County Department of Public Health

**What is the Safely Surrendered Baby Law?**

California's Safely Surrendered Baby Law allows parents to give up their baby confidentially. As long as the baby has not been abused or neglected, parents may give up their newborn without fear of arrest or prosecution.

**How does it work?**

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially and safely give up a baby within three days of birth. The baby must be handed to an employee at a Los Angeles County emergency room or fire station. As long as the child shows no signs of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, workers will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent.

**What if a parent wants the baby back?**

Parents who change their minds can begin the process of reclaiming their newborns within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-640-4000.

**Can only a parent bring in the baby?**

In most cases, a parent will bring in the baby. The law allows other people to bring in the baby if they have legal custody.

**Does the parent have to call before bringing in the baby?**

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week as long as the parent gives the baby to someone who works at the hospital or fire station.

**Does a parent have to tell anything to the people taking the baby?**

No. However, hospital personnel will ask the parent to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the child. Although encouraged, filling out the questionnaire is not required.

**What happens to the baby?**

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a pre-adoptive home.

**What happens to the parent?**

Once the parent(s) has safely turned over the baby, they are free to go.

**Why is California doing this?**

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned by their parents and potentially being hurt or killed. You may have heard tragic stories of babies left in dumpsters or public bathrooms. The parents who committed these acts may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had nowhere to turn for help, they abandoned their infants. Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

**A baby's story**

At 8:30 a.m. on Thursday, July 26, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed with a loving family while the adoption process was started.

---

**Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a newborn, let her know there are other options.**

---

*It is best that women seek help to receive proper medical care and counseling while they are pregnant. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their baby to safe hands in any Los Angeles County hospital ER or fire station.*

# Sin penas. Sin culpa. Sin peligro.

Los recién nacidos pueden ser entregados  
en forma segura en la sala de emergencias de  
cualquier hospital o en cualquier departamento de bomberos  
del Condado de Los Angeles.



En el Condado de Los Angeles

1-877-BABY SAFE

1-877-222-S9/23

[www.babysafe-la.org](http://www.babysafe-la.org)



Seal of the County of Los Angeles, California

Seal of the Department of Public Health, County of Los Angeles

Seal of the Department of Public Health, County of Los Angeles

Seal of the County of Los Angeles, California

Seal of the Department of Public Health, County of Los Angeles

Seal of the Department of Public Health, County of Los Angeles

For more information, please call 1-877-BABY SAFE or visit [www.babysafe-la.org](http://www.babysafe-la.org)



**¿Qué es la Ley de Entrega de Bebés Sin Peligro?**

La Ley de Entrega de Bebés Sin Peligro de California permite a los padres entregar a su recién nacido confidencialmente. Siempre que el bebé no haya sufrido abuso ni negligencia, padres pueden entregar a su recién nacido sin temor a ser arrestados o procesados.

**¿Cómo funciona?**

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura, dentro de los tres días del nacimiento. El bebé debe ser entregado a un empleado de una sala de emergencias o de un cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre recibirá un brazalete igual.

**¿Qué pasa si el padre/madre desea recuperar a su bebé?**

Los padres que cambian de opinión pueden ampezar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles, al 1-800-540-4000.

**¿Sólo los padres podrán llevar al recién nacido?**

En la mayoría de los casos, los padres son los que llevan al bebé. La ley permite que otras personas lleven al bebé si tienen la custodia legal del menor.

**¿Los padres deben llamar antes de llevar al bebé?**

No. El padre/madre puede llevar a su bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, mientras que entregue a su bebé a un empleado del hospital o de un cuartel de bomberos.

**¿Es necesario que el padre/madre diga algo a las personas que reciben al bebé?**

No. Sin embargo, el personal del hospital le pedirá que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para los cuidados que recibirá el bebé. Es recomendado llenar este cuestionario, pero no es obligatorio hacerlo.

**¿Qué ocurrirá con el bebé?**

El bebé será examinado y, de ser necesario, recibirá tratamiento médico. Luego el bebé se entregará a un hogar preadoptivo.

**¿Qué pasará con el padre/madre?**

Una vez que los padres hayan entregado a su bebé en forma segura, serán libres de irse.

**¿Por qué California hace esto?**

La finalidad de la Ley de Entrega de Bebés Sin Peligro es proteger a los bebés del abandono por parte de sus padres y de la posibilidad de que mueran o sufran daños. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Es posible que los padres que cometieron estos actos hayan estado atravesando dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus recién nacidos porque tenían miedo y no tenían adonde recurrir para obtener ayuda. El abandono de un recién nacido lo pone en una situación de peligro extremo. Además es ilegal. Muy a menudo el abandono provoca la muerte del bebé. Ahora, gracias a la Ley de Entrega de Bebés Sin Peligro, esta tragedia ya no debe suceder nunca más en California.

**Historia de un bebé**

A las 8:30 a.m. del jueves 25 de julio de 2002, se entregó un bebé recién nacido saludable en el St. Bernardine Medical Center en San Bernardino, en virtud de las disposiciones de la Ley de Entrega de Bebés Sin Peligro. Como lo establece la ley, la madre del bebé no se tuvo que identificar. Cuando el bebé llegó a la sala de emergencias, un pediatra lo revisó y determinó que el bebé estaba saludable y no tenía problemas. El bebé fue ubicado con una buena familia, mientras se iniciaban los trámites de adopción.

---

**Cada recién nacido merece una  
oportunidad de tener una vida saludable.  
Si alguien que usted conoce está pensando  
en abandonar a un recién nacido, infórmele  
qué otras opciones tiene.**

---

*Es mejor que las mujeres busquen ayuda para recibir atención médica y asesoramiento adecuado durante el embarazo. Pero al mismo tiempo, queremos asegurarnos a los padres que opten por no quedarse con su bebé que no han a la cárcel si dejan a sus bebés en basureros, en cualquier sala de emergencia de un hospital o en un cuartel de bomberos del Condado de Los Angeles.*



# The Resource Collection

*Quality Building and Facility Maintenance Services*

Building  
Maintenance

Landscape  
Services

Construction  
and Repair

Graffiti  
Patrol

Interior  
Plant  
Services

Parking  
Lot Services

Window  
Services

Security  
Services

Cleaning  
Supplies

Restroom  
Services

Pressure  
Steam  
Cleaning

**TITLE PAGE**

**TRASH-FREE CHANNEL – EAST AREA**

**THE RESOURCE COLLECTION**

**4901 ROSECRANS AVENUE, HAWTHORNE CA**

**(310) 219-3272**

**MARCH 21, 2005**

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# The Resource Collection

*Quality Building and Facility Maintenance Services*

Building  
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Plant  
Services

Parking  
Lot Services

Window  
Services

Security  
Services

Cleaning  
Supplies

Restroom  
Services

Pressure  
Steam  
Cleaning

## LETTER OF TRANSMITTAL

**The Resource Collection has read the scope of work, visited the sites to be cleaned, and understands that the Department of Public works requires that:**

**We provide qualified, physically able, reliable personnel to carry out the removal of vegetative clippings and debris deposited in the various facilities.**

**We ensure that personnel will be provided with all the necessary equipment and tools to carry out the requirements of this contract in a safe and efficient manner.**

**We furnish transportation for personnel to, around and from the work site, since the work sites do not offer parking**

**Persons authorized to make representations for The Resource Collection**

**Steven D. Jacobson, Secretary/Treasurer —4901 Rosecrans Ave.,  
Hawthorne, California 90250 (310) 219-3272**

**Martin Benom, Chairman and CEO                      4901 Rosecrans Ave.,  
Hawthorne, California 90250 (310) 219-3272**



**Steven D. Jacobson**

# The Resource Collection

*Quality Building and Facility Maintenance Services*

Building  
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Security  
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Cleaning  
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Restroom  
Services

Pressure  
Steam  
Cleaning

March 21, 2005

County of Los Angeles  
Department of Public Works  
Administrative Service division  
900 South Fremont Avenue  
Alhambra, California 91801

Dear Sirs:

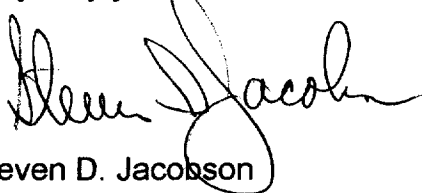
Please accept this letter of our company's capabilities. **We currently provide the services you are requesting in the South, West and East Flood control districts for your department.**

Providing successful cleaning and maintenance and management services requires a well-qualified team that responds quickly. We are committed to delivering timely and professional services to our clientele.

The Resource Collection is a woman owned business, a California corporation that has developed a variety of managed, professional services for commercial facilities.

We look forward to adding these additional areas to our cleaning schedule for the adjacent inverts. Please call me if you have any questions on our proposal.

Very truly yours,



Steven D. Jacobson

# **THE RESOURCE COLLECTION**

## **HISTORY, BUSINESS AND INDUSTRY DESCRIPTION**

The Resource Collection is one of the oldest privately owned and operated commercial cleaning & maintenance contractor and management service firms in Southern California. The Resource Collection is a full service building service contractor providing a full array of facility maintenance services, including specialty cleaning services, janitorial services, landscape maintenance services, interior plant services, pest control services, security guard services, parking lot sweeping and degreasing, window washing, pressure steam cleaning, general contracting and handyman services, as well as complete facility management and a host of other related services. Please refer to our director of services for a comprehensive listing of our professionally managed services.

The Resource Collection currently provides services for some accounts since 1962 and has been serving the market for that length of time. The company has experienced significant growth due to an enlarging base of satisfied clients and a management dedicated to delivering the contracted services in a satisfactory and consistent manner.

## BUSINESS OPERATIONS

1. **Building Services.** The Resource Collection provides custodial services to over 600 clients. In addition, we provide specialty cleaning, general contracting, tenant improvements, pest control services, window washing, pressure steam cleaning, product supplies and equipment (sanitary supplies, lighting supplies and services, etc.) and Graffiti Patrol services to our clients. Some of our customers have been affiliated with the business our entire history and many have been with the company five to ten years. Facilities serviced by The Resource Collection range in size from 1,500 square feet to over one million square feet.
2. **Security Services.** The Resource Collection, and associated company, Command Guard Services, provide standing guards, patrol, alarms (design, installation, and central station monitoring), closed circuit television, and card access systems. We provide safety and loss control. Our services include investigation, theft and background checks, loss control, and fire safety.
3. **Landscape Services.** The Resource Collection provides interior and exterior landscape design, installation, and maintenance services. Our own staff provides irrigation design, installation and maintenance, tree trimming, and color programs. We currently service over 250 clients ranging from 80-acre commercial shopping centers to estate/residential sites.
4. **Parking Lot Services.** The Resource Collection maintains cleanliness in parking lots by providing parking lot sweeping to over 150 clients. We provide concrete and asphalt design and installation, replacement, or slurry coating and striping. We pressure wash and power clean parking surfaces to limit slip and fall liability.
5. **Facility Management / Facility Services.** The Resource Collection provides professional property management services to over 50 clients, sharing our expertise in the areas of asset management and investments, tenant retention, energy management, regulatory compliance, budget planning, maintenance and vendor performance, and capital improvement planning. Our Property management group currently has responsibility for property management for over 1.5 million square feet, throughout the Southern California area, servicing commercial, retail, office, and residential properties.

## **COMPETITION AND CUSTOMER LOYALTY**

Competition in the Resource Collection's areas of business operations is intense. There are a number of other service providers in the market place but The Resource Collection believes that its management style and professionalism distinguishes it from other companies. The Resource Collection has established a customer base that has remained stable over the majority of the company's existence. In addition, The Resource Collection continues to expand its business operations as new customers continue to request its services. The management style of The Resource Collection, particularly as reflected in the company's emphasis on quality and its involvement in line operations have allowed The Resource Collection to effectively control and manage employee injuries, resolve site related problems, and, most importantly, maintain satisfied customers.

**Our bonded and insured employees and sub-contractors are supervised and their performance is assured by management's advanced programming. Clients that turn to The Resource Collection develop into lasting relationships that know they are receiving the highest caliber of service in the industry. Additionally, our various other services efficiently handle related problems as they arise while still being cost effective.**

The Resource Collection has over 43 years of experience providing premium quality services, and a capable management team dedicated to delivering that service on a consistent basis at a fair price. Our professional delivery of a diverse variety of services illustrates the ability of The Resource Collection to effectively meet the needs of its customers.



## **COMPANY BACKGROUND and EXPERIENCE**

The Resource Collection has over 43 years of experience providing premium quality cleaning and maintenance services, and a capable management team dedicated to delivering that service on a consistent basis at a fair price. Our professional delivery of a diverse variety of services illustrates the ability of The Resource Collection to effectively meet the needs of its customers.

## **MANAGEMENT**

Management is the key to success in any service business. Look to the involvement of senior management and the business philosophy of the key managers if you wish to evaluate whether you will be happy with a service. At The Resource Collection each critical function is overseen by an owner of the company to insure that we deliver the service our clients need without excuses. There is no one to check with for out of state approval.

Here are some short biographies on the key managers:

### **Owner/Operators**

**Martin Benom**, Director of Marketing and Chairman, has a B.A. from the University of California at Berkeley and has been involved in sales and operations in the janitorial business most of his career. Following his honorable discharge from the Marine Corps in 1960, Martin has worked in sales and operations management for I.T.T. Janitorial Services, White Glove Building Maintenance, and Goffman Services, providing a similar array of services as The Resource Collection provides, servicing many of the accounts which have been associated with Martin since 1962.

Martin is the force behind the company's sales growth and managed operations. Martin's expertise in many related services can be a big help when problem solving and short time frames are the order of the day.

**Paula Benom**, Vice President, oversees the bookkeeping, billing, payroll, and all accounting and administrative support functions. Paula worked in the property management division of Coldwell Banker, and for a variety of developers in the Southern California area. Paula's background in property management provides a foundation for understanding of our client's needs.

**Steven Jacobson**, Secretary Treasurer, is responsible for ensuring continuity of our professional services from the initial contact through the communications of final delivery of our services. He monitors client communications to maximize client satisfaction. **Steve is responsible for the set up of systems and procedures for maintenance services at the South and West Flood Control facilities for your current county flood control maintenance.** Steve has been involved in the facility services industry for over forty years.

**Marylín Jacobson**, Vice President, provides customer relations, ranging from site visits and inspections to written reports, evaluations, and suggestions to best optimize employee efforts to change simply getting a "job done" to getting a "job done well". Marylín's customer relationships and technical job knowledge contribute to the satisfaction of our clientele.

## **Professional Management**

**JUAN BORJA**, Window Washing and Special Cleaning Operation Manager has been in **charge of the cleaning of the COUNTY INVERTS FOR THE PAST YEAR.** He has had experience managing cleaning personnel for over 8 years through a variety of local companies. His experience has led his group to win company sponsored awards for safety.

**LOWELL BLAIR**, Landscape Design, Installation and Maintenance Manager has managed our landscape and sweeping services divisions for over 10 years. He has been involved in water conservation programs and has in depth knowledge in all phases of landscape services

**VALENTIN CAISEROS**, Landscape Supervisor has grown through crew work to lead supervision. He has been with our company over 10 years and is heavily involved in our ancillary landscape services, including design, installation, tree trimming, and irrigation efforts, as well as managing and directing landscape maintenance crews.

**RAHEEM AHMAD**, Senior Supervisor has risen through the ranks from hands-on janitor to Senior Supervisor. His experience has been the fast paced shopping center / retail environments which has taught him to make quick, clear-

headed decisions on the floor at the time they need to be made. He is popular with his employees.

**JOSE GALVEZ**, Assistant Supervisor, has risen through the ranks from hands-on janitor. He understands the needs and requirements of large centers and works hard to ensure his clients are satisfied with the results achieved by his crews.

**HECTOR SALINAS**, Janitorial Operations Manager, joined The Resource Collection over seven years ago. He is responsible for the successful operations of several geographic divisions. Hector started in the janitorial business in 1958 as a supervisor for a nationwide company--one of the premier janitorial firms at the time.

Hector has worked with several of the best firms in the industry including assignments throughout California. He has been responsible for facilities such as Hughes Aircraft, Arco Towers, American Honda, and the historic Pacific Mutual Building downtown Los Angeles. Hector oversees the management and supervision of our waxing and carpet cleaning crews, whose efforts continuously receive recognition as being "the best floor and carpet crews" in our industry.

**LIZ SALINAS**, Senior Supervisor joined the Resource Collection as a hands-on janitor and has risen through the ranks to the position of Senior Supervisor. He understands the requirements and efforts required to achieve customer satisfaction and he works hard to achieving that end.

### **MANAGEMENT AND HOURLY TRAINING PROGRAMS**

The Resource Collection has quarterly Management staff training programs. These programs are designed at opening management's awareness as to how to convey and teach enthusiasm, as well as specific concepts and ideas. Monthly management meetings focus on "how to" and "why". The monthly meetings are chaired on a rotational basis to allow each manager the opportunity to prepare and present information to the group that they will be presenting on a one-to-one basis to their employees.

Our larger sites have monthly or bi-monthly safety and training meetings to ensure all site appointed employees know what to do should an emergency occur while they are at the site. Whenever possible, our Management attends

the client's safety meetings to ensure the efforts of our staff dovetail into and support the larger emergency procedures.

### **EMPLOYEE CUSTOMER SERVICE CAPABILITIES**

All direct employees are reviewed through the importance of customer communications. All "extraordinary" items are reported on an "as observed" basis. Broken irrigation, running water, and any other emergency condition is reported following emergency shut off or appropriate response to minimize damage to all sites.

Each direct employee assigned to an account is put through out initial training program at our office. This training program is designed to ensure our employees are aware of the intent of the specific job to which they are being assigned, the importance of customer awareness, and to be observant for broken or damaged property to report, in addition to being knowledgeable as to the particular site requirements and the methods and techniques required to safely perform the required functions. This training program explores the importance of being "customer service aware" and may include roll playing and verbal instruction in the best approach to resolving problems, as determined by the job sites to which they are assigned. We follow-up with on-the-job training, which again, as a part of site training covers the importance of customer service and job safety.

### **QUALITY CONTROL PROGRAMS**

While we would hope our efforts achieve customer happiness in an effortless manner, we recognize we are employing human beings who may not always say or do the things we wish they would. As an effort to offset the "cognitive dissonance" (those things we wish were performed but were not, or, those things that were said which we wish had not been), our site assigned supervision rove our sites, on a rotational basis, our off-site supervision periodically walk the site, and, hopefully, on a routine basis, can arrange to walk the site with a representative of your management. Such overlapping efforts are intended to assist our management achieve Total Quality Management, including your input.

In addition, The Resource Collection has a high profile of advancing successful workers to new job opportunities, as they arise. We also have a recognition of the "most improved" and "worker of the month". Each of these awards are sought after and well received by our employee base. Our company sponsors a family picnic in the summer, a fall garage sale and barbecue, and an employee Christmas Party. Our management staff has quarterly pot luck luncheons and an annual Christmas Party. Management achievement is recognized and rewarded.

### **OSHA HAZARD COMMUNICATION PROGRAM**

All employees review pertinent state and federal safety requirements (such as California's SB198 Material Data Safety Sheets for the chemicals assigned to the specific site). At our monthly safety and training programs, all staff is trained in the usage of all assigned chemicals and materials. All equipment, which is used at a specific site, is explained and staff understands dangers and safety requirements prior to being expected to work independently with equipment. All managed sub-contractors are reminded to review these concerns with their employees.

### **START-UP PLAN AND TRANSITION SUPPORT**

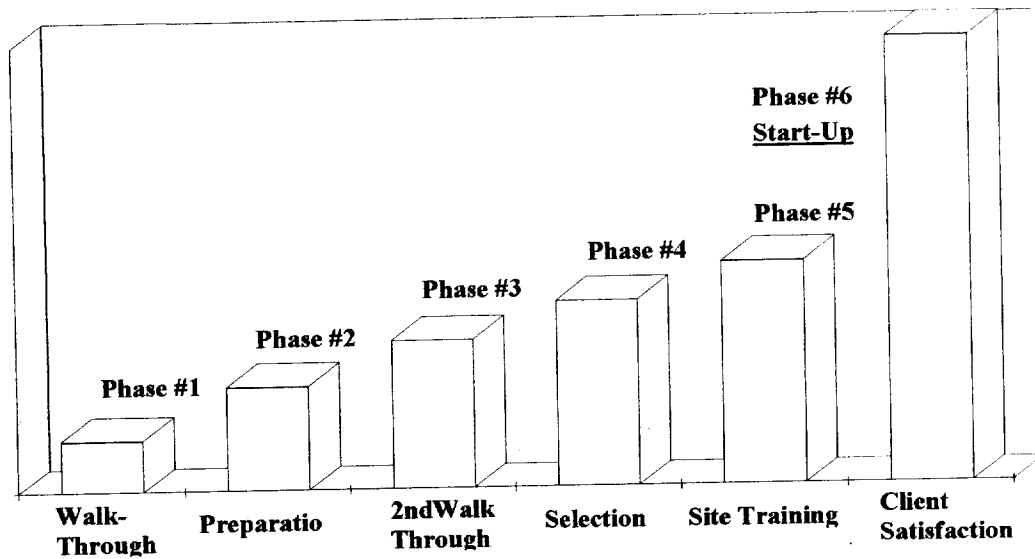
Once The Resource Collection is selected to provide maintenance services, a transition team (which may include Managers, Field Supervisors, anticipated on site supervisors and upper-level management) enters a six-phase transition plan. We want our management and supervisory personnel to convey to our future clients our desire to help **resolve issues before they become problems**.

We believe it is easier to render appropriate customer service **now** rather than having to receive customer complaints later. We realize that start of services with any company service provider can be difficult; therefore we implement our six-phase transition plan. By providing our outline, your management can participate at any phase should they desire. Please review the following:

## **Six-Phase Transition Plan**

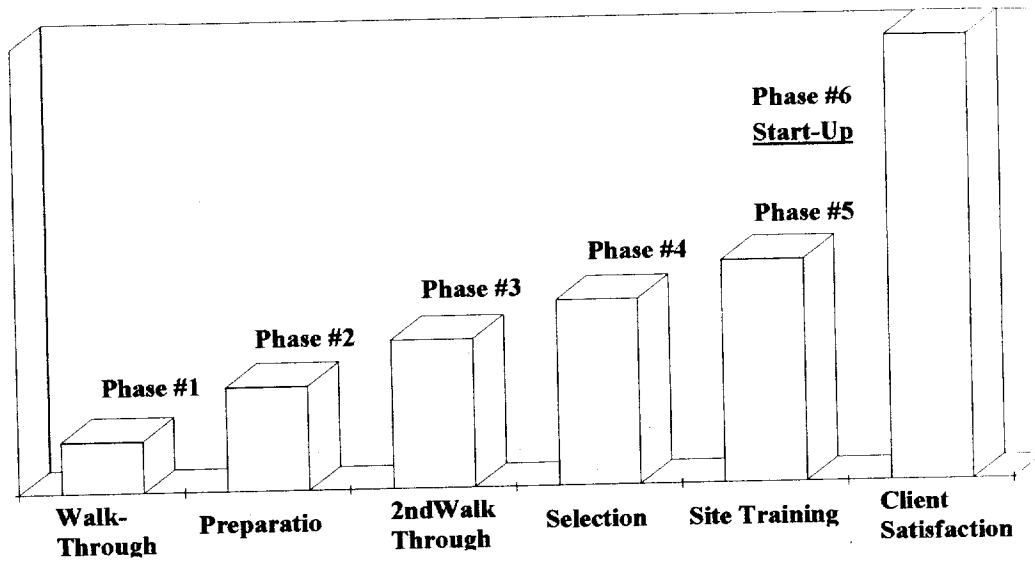
- PHASE #1**                      **Days 1 through 7**
- The Resource Collection is retained
  - Orientation
  - Walk-through of facility
  - Facility familiarity
- PHASE #2**                      **Days 7 through 14**
- Preparation
  - Review existing site procedures
  - Recruitment (if required)
- PHASE #3**                      **Days 14 through 20**
- Second walk-through (Field Supervisors)
  - Revise site procedures
  - Client Review
- PHASE #4**                      **Days 20 through 25**
- Employee/crew Selection
  - Client interview (Optional)**
    - Special employment administrator file and standards review*
- PHASE #5**                      **Days 25 through 30**
- Review site procedures
  - Create site-specific training
  - Review prior safety requirements
  - Approved scheduling
- PHASE #6**                      **Start-Up**
- Assume Duties
  - Review daily activity for at least 15 days
  - Supervisor checks every shift for two weeks
  - Client review of overall maintenance program
  - Revise site procedures, if needed

## SIX-PHASE TRANSITION PLAN



*Please note: Although our plan is outlined for a smooth transition for a new maintenance program offered to our clients, The Resource Collection is prepared to provide qualified employees **promptly** when there is a need for immediate staffing.*

## SIX-PHASE TRANSITION PLAN



*Please note: Although our plan is outlined for a smooth transition for a new maintenance program offered to our clients, The Resource Collection is prepared to provide qualified employees **promptly** when there is a need for immediate staffing.*



## **WORK PLAN**

The area to be covered for the East area of invert and attendant roadway and access area is extensive. The Resource Collection plans to cover the area with 3 trucks, each with a two-man crew. These crews will be able to cover 14 to 18 miles per day. We are currently cleaning the East invert areas and we have first hand knowledge of the amount of cleaning per hour that can be covered by cleaners in this area.

The cleaning will take five days, with six men, one a supervisor, two trash-hauling trucks and a supervisor's vehicle.

This will give the crews 24 hours per day of cleaning time and 12 hours to travel from the job sites to the designated dumping area.

Two Phases of scheduling are planned

The first phase should take three weeks of intensive cleaning to bring the areas to a "zero tolerance level". Cleanup will take longer per mile than the above estimate. We will absorb the extra expenses at no cost additional cost to the County.

As soon as the original cleanup has taken place, we can proceed with the second phase.

Each channel will be visited once per week. The Supervisor will check all work. All dump visits and fees will be noted and accounted for and reported to your designated official, as requested

Zero tolerance levels will be maintained

The Resource Collection, Inc. will provide two half-ton trucks and a supervisor's vehicle for the regularly scheduled weekly service.

We will provide whatever larger trucks are necessary for the original cleanup, ie; (A three quarter ton; 12' stake bed truck equipped with a rear lift gate and a front-end winch).

The trucks will carry all necessary trash bags, ladders and safety equipment. The winch will be used to haul out overly heavy trash from the channels and especially from the "V" shaped channels that are too small to provide access for a truck. In addition our company has a fleet of 44 vehicles of varying capacities to be used should the need arise.

Workers will drive to your sites in the above vehicle and will pick up supplies and equipment from our headquarters or will have the supplies delivered to the site by the designated supervisor.

A lead man who would be responsible for reporting to the supervisor and an attendant laborer. The lead man will be furnished with a telephone and pager and will be in immediate contact with our office to report any untoward circumstances, hazardous waste, or trash and debris that would necessitate our sending an extra crew to assist in the removal of heavy items.

Employee trash removal training plan: We will instruct the crew to be aware of the type of trash to be removed, to be aware of the hazardous waste or what might be hazardous waste and to report same to their supervisor. They will be instructed in safety and OSHA rules. They will be instructed to lock all gates upon entering and leaving the areas. They will be given legible maps of all assigned areas that will include locations of entrances and exits. They will have Copies of the California Storm Water Best Management Practice Handbook, Volume 3 Construction BMP Handbook. They will be instructed about and be knowledgeable about the information supplied in the BMP handbook. They will be required to wear safety vests, steel toed boots, safety goggles and gloves when working. They will bag the trash, put it on the truck and take it to the dump. They will be instructed to retain dump receipts for accounting of trash and for billing purposes.

The Resource Collection Inc. will provide the department with a 24-hour seven day per week telephone number that will insure response within a two-hour time frame.

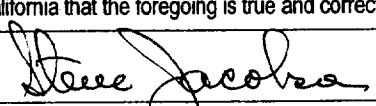
**SUBCONTRACTOR INFORMATION**

**WE WILL USE NO SUBCONTRACTORS AT YOUR SITES**

**Copies of licenses and certifications.**

**Not Applicable**

## VERIFICATION OF PROPOSAL

DATE: March 21, 2005		THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS:	
1. THIS DECLARATION IS GIVEN IN SUPPORT OF A PROPOSAL FOR A CONTRACT WITH THE COUNTY OF LOS ANGELES.			
2. NAME OF SERVICE:		TRASH FREE CHANNEL <u>East Area</u>	
<b>DECLARANT INFORMATION</b>			
3. NAME OF DECLARANT:		STEVE JACOBSON	
4. I AM DULY VESTED WITH THE AUTHORITY TO MAKE AND SIGN INSTRUMENTS FOR AND ON BEHALF OF THE PROPOSER(S).			
5. MY TITLE, CAPACITY OR RELATIONSHIP TO THE PROPOSER IS: SEC/TREASURER			
<b>PROPOSER INFORMATION</b>			
6. Proposer's full legal name:		THE RESOURCE COLLECTION, INC	
7. Proposer's fictitious business name or dba (if any):		N/A	
8. The Proposer's form of business entity is (CHECK ONLY ONE):			
<input type="checkbox"/> Sole proprietor			
<input checked="" type="checkbox"/> A corporation:		Corporation's principal place of business: Hawthorn Calif. 90250	
		State of incorporation: California	
		President/CEO: Martin Benom	
		Secretary: Steve Jacobson	
<input type="checkbox"/> A general partnership:		Names of partners:	
<input type="checkbox"/> A limited partnership:		Name of general partner:	
<input type="checkbox"/> A joint venture of:		Names of joint venturers:	
<input type="checkbox"/> A limited liability company:		Name of managing member:	
9. The only persons or firms interested in this proposal as principals are the following:			
Name(s)	Martin Benom	Title	CEO
Street	4901 Rosecrans Ave.	City	Hawthorne
Phone	(310) 219-3272	State	CA
Fax	(310) 219-3280	Zip	90250
Name(s)	Paula Benom	Title	Vice President
Street	same	City	same
Phone	same	State	same
Fax	same	Zip	same
Name(s)	Maryln Jacobson	Title	Vice President
Street	same	City	same
Phone	same	State	same
Fax	same	Zip	same
10. This proposal is made without collusion with any other person, firm, or corporation. The proposer has carefully examined the location of the proposed work, and is familiar with all of the physical and climatic conditions, and makes this bid solely upon the Proposer's own knowledge. The proposer has carefully examined the specifications, both general and detail, any drawings attached, and any additional communications sent and makes this proposal in accordance therewith. If this proposal is accepted, the proposer will enter into a written contract for the performance of the proposed work with the County of Los Angeles, accepting in full payment for work actually done the prices shown in the attached schedule. It is understood and agreed that the quantities set forth in the attached schedule and the Request for Proposals are but estimates, and that the unit prices will apply to the actual quantities, whatever they may be.			
<input checked="" type="checkbox"/> (1) I am making these representations on my personal knowledge;			
<b>OR</b>			
<input type="checkbox"/> (2) I am making these representations based on information and belief that they are true.			
I declare under penalty of perjury under the laws of California that the foregoing is true and correct.			
Signature of Proposer or Authorized Agent:			
Type name and title:	Steve Jacobson Sec/ Treasurer		

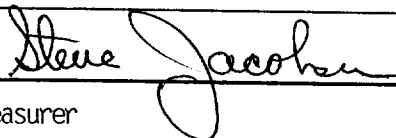
**ENCLOSURE 1.A**  
**(REVISED 3/14/05) FORM PW-2**

**SCHEDULE OF PRICES**  
**FOR**  
**TRASH-FREE CHANNEL-EAST AREA**  
**CONTRACT TERM JUNE 1, 2005- DECEMBER 31, 2005**

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer shall furnish all labor, materials, transportation, taxes, equipment and supplies unless stated otherwise in the Request for Proposals. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are but estimates, and that the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	ITEM DESCRIPTION	UNIT	UNIT COST	NO. OF UNITS	TOTAL PRICE
1.	ALHAMBRA WASH CHANNEL	MONTH	\$1,160.00	7	\$ 8,120.00
2.	ARCADIA WASH - EAST BRANCH	MONTH	\$ 580.00	7	\$ 4,060.00
3.	ARCADIA WASH - LIMA BRANCH	MONTH	\$ 580.00	7	\$ 4,060.00
4.	ARCADIA WASH - MAIN BRANCH	MONTH	\$1,160.00	7	\$ 8,120.00
5.	ARROYO SECO CHANNEL	MONTH	\$3,190.00	7	\$22,330.00
6.	BIG DALTON WASH	MONTH	\$2,900.00	7	\$20,300.00
7.	EATON WASH	MONTH	\$2,610.00	7	\$18,270.00
8.	LITTLE DALTON WASH	MONTH	\$1,740.00	7	\$12,180.00
9.	PUENTE CREEK	MONTH	\$1,450.00	7	\$10,150.00
10.	RUBIO WASH	MONTH	\$2,320.00	7	\$16,240.00
11.	SANTA ANITA WASH	MONTH	\$1,160.00	7	\$ 8,120.00
12.	SAWPIT WASH CHANNEL	MONTH	\$1,450.00	7	\$10,150.00
13.	WALNUT CREEK INLET CHANNEL	MONTH	\$2,900.00	7	\$20,300.00

**TOTAL PROPOSED PRICE \$ 162,400.00**

LEGAL NAME OF PROPOSER		
THE RESOURCE COLLECTION, Inc.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
		
TITLE OF AUTHORIZED PERSON		
Sec/Treasurer		
DATE	STATE CONTRACTOR'S LICENSE NUMBER	LICENSE TYPE
March 21, 2005	N/A	
PROPOSER'S ADDRESS:		
4901 Rosecrans Ave. Hawthorne, CA 90250		
PHONE	FAX	E-MAIL
(310) 219-3272	(310) 219-3280	SteveJ@ResourceCollection.com

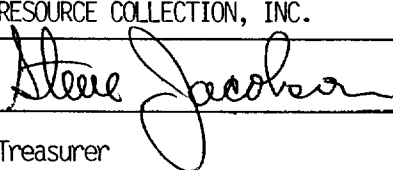
**ENCLOSURE 1.A**  
**(REVISED 3/14/05) FORM PW-2**

**SCHEDULE OF PRICES  
FOR  
TRASH-FREE CHANNEL-EAST AREA  
CONTRACT TERM APRIL 1, 2006- DECEMBER 31, 2006**

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer shall furnish all labor, materials, transportation, taxes, equipment and supplies unless stated otherwise in the Request for Proposals. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are but estimates, and that the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	ITEM DESCRIPTION	UNIT	UNIT COST	NO. OF UNITS	TOTAL PRICE
1.	ALHAMBRA WASH CHANNEL	MONTH	\$1,160.00	9	\$ 10,440.00
2.	ARCADIA WASH - EAST BRANCH	MONTH	\$ 580.00	9	\$ 5,220.00
3.	ARCADIA WASH - LIMA BRANCH	MONTH	\$ 580.00	9	\$ 5,220.00
4.	ARCADIA WASH - MAIN BRANCH	MONTH	\$1,160.00	9	\$ 10,440.00
5.	ARROYO SECO CHANNEL	MONTH	\$3,190.00	9	\$ 28,710.00
6.	BIG DALTON WASH	MONTH	\$2,900.00	9	\$ 26,100.00
7.	EATON WASH	MONTH	\$2,610.00	9	\$ 23,490.00
8.	LITTLE DALTON WASH	MONTH	\$1,740.00	9	\$ 15,660.00
9.	PUENTE CREEK	MONTH	\$1,450.00	9	\$ 13,050.00
10.	RUBIO WASH	MONTH	\$2,320.00	9	\$ 20,880.00
11.	SANTA ANITA WASH	MONTH	\$1,160.00	9	\$ 10,440.00
12.	SAWPIT WASH CHANNEL	MONTH	\$1,450.00	9	\$ 13,050.00
13.	WALNUT CREEK INLET CHANNEL	MONTH	\$2,900.00	9	\$ 26,100.00

**TOTAL PROPOSED PRICE \$ 208,800.00**

LEGAL NAME OF PROPOSER		
THE RESOURCE COLLECTION, INC.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
		
TITLE OF AUTHORIZED PERSON		
Sec/Treasurer		
DATE	STATE CONTRACTOR'S LICENSE NUMBER	LICENSE TYPE
March 21, 2005	N/A	
PROPOSER'S ADDRESS:		
4901 Rosecrans Ave. Hawthorne, CA 90250		
PHONE	FAX	E-MAIL
(310) 219-3272	(310) 219-3280	SteveJ@ResourceCollection.com

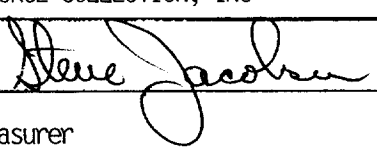
**ENCLOSURE 1.A**  
**(REVISED 3/14/05) FORM PW-2**

**SCHEDULE OF PRICES  
FOR  
TRASH-FREE CHANNEL-EAST AREA  
CONTRACT TERM APRIL 1, 2007- DECEMBER 31, 2007**

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer shall furnish all labor, materials, transportation, taxes, equipment and supplies unless stated otherwise in the Request for Proposals. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are but estimates, and that the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	ITEM DESCRIPTION	UNIT	UNIT COST	NO. OF UNITS	TOTAL PRICE
1.	ALHAMBRA WASH CHANNEL	MONTH	\$1,160.00	9	\$ 10,440.00
2.	ARCADIA WASH - EAST BRANCH	MONTH	\$ 580.00	9	\$ 5,220.00
3.	ARCADIA WASH - LIMA BRANCH	MONTH	\$ 580.00	9	\$ 5,220.00
4.	ARCADIA WASH - MAIN BRANCH	MONTH	\$1,160.00	9	\$ 10,440.00
5.	ARROYO SECO CHANNEL	MONTH	\$3,190.00	9	\$ 28,710.00
6.	BIG DALTON WASH	MONTH	\$2,900.00	9	\$ 26,100.00
7.	EATON WASH	MONTH	\$2,610.00	9	\$ 23,490.00
8.	LITTLE DALTON WASH	MONTH	\$1,740.00	9	\$ 15,660.00
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10.	RUBIO WASH	MONTH	\$2,320.00	9	\$ 20,880.00
11.	SANTA ANITA WASH	MONTH	\$1,160.00	9	\$ 10,440.00
12.	SAWPIT WASH CHANNEL	MONTH	\$1,450.00	9	\$ 13,050.00
13.	WALNUT CREEK INLET CHANNEL	MONTH	\$2,900.00	9	\$ 26,100.00

**TOTAL PROPOSED PRICE \$ 208,800.00**

LEGAL NAME OF PROPOSER THE RESOURCE COLLECTION, INC		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL 		
TITLE OF AUTHORIZED PERSON Sec/Treasurer		
DATE March 21, 2005	STATE CONTRACTOR'S LICENSE NUMBER N/A	LICENSE TYPE
PROPOSER'S ADDRESS: 4901 Rosecrans Ave. Hawthorne, CA 90250		
PHONE (310) 219-3272	FAX (310) 219-3280	E-MAIL SteveJ@ResourceCollection.com



**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM  
APPLICATION FOR EXCEPTION AND CERTIFICATION FORM**

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Company Name: THE RESOURCE COLLECTION, INC.			
Company Address: 4901 Rosecrans Avenue			
City: Hawthorne	State: CA	Zip Code: 90250	
Telephone Number: (310) 219-3272			
(Type of Goods or Services): Channel Cleaning			

**If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (you must attach documentation to support your claim). If the Jury Service Program applies to your business, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, sign and date this form.**

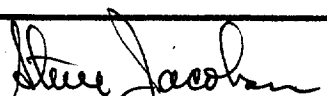
**Part I: Jury Service Program Is Not Applicable to My Business**

- ☐ My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.
- "Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.
- "Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.
- ☐ My business is subject to a Collective Bargaining Agreement that expressly provides that it supersedes all provisions of the Program. **ATTACH THE AGREEMENT.**

**Part II: Certification of Compliance**

- ☒ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

**I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.**

Print Name: Steve Jacobson	Title: Sec/Treasurer
Signature: 	Date: March 21, 2005

## CONTRACTOR'S INDUSTRIAL SAFETY RECORD

PROPOSED CONTRACT FOR: THE RESOURCE COLLECTION  
 SERVICE BY PROPOSER: TRASH FREE CHANNEL CLEANING  
 PROPOSAL DATE: March 21, 2005

This information must include all work undertaken in the State of California by the proposer and any partnership, joint venture or corporation that any principal of the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate or individual proposer. The proposer may attach any additional information or explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstances surrounding any and all fatalities.

## 5. CALENDAR YEARS PRIOR TO CURRENT YEAR

	1999	2000	2001	2002	2003	Total	Current Year to Date
1. Number of contracts	534	622	643	680	652	N/A	690
2. Total dollar amount of Contracts (in thousands of dollars)	150,000	200,000	400,000	600,000	723,000	N/a	834,000
3. No. of fatalities	0	0	0	0	0	0	0
4. No. of lost workday cases	13	11	4	1	2	30	0
5. No. of lost workday cases involving permanent transfer to another job or termination of employment	7	0	0	0	0	7	0
6. No. of lost workdays	75	194	237	3	5	514	0

The above information was compiled from the records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Steve Jacobson  
 Name of Proposer or Authorized Agent (print)

Steve Jacobson  
 Signature

March 21, 2005  
 Date

**CONFLICT OF INTEREST CERTIFICATION**I, Steve Jacobson

- ☐ sole owner  
☐ general partner  
☐ managing member  
☒ President, Secretary, or other proper title) Sec/Treasurer

of THE RESOURCE COLLECTION

Name of proposer

make this certification in support of a proposal for a contract with the County of Los Angeles for services within the scope of Los Angeles County Code Section 2.180.010, which provides as follows:

**Contracts Prohibited.** A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.

1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in Subdivision 1 of Subsection A serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of Subdivision 1 of Subsection A, and who:
  - (a) Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
  - (b) Participated in any way in developing the contract of its service specifications; and
4. Profit-making firms or businesses in which the former employees described in Subdivision 3 of Subsection A, serve as officers, principals, partners, or major shareholders.

I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of Code Section 2.180.010 as cited above. Furthermore, that no County employee whose position in the County enables him/her to influence the award of this contract, or any competing contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract. I understand and agree that any falsification in this Certificate will be grounds for rejection of this Proposal and cancellation of any contract awarded pursuant to this Proposal.

I certify under penalty of perjury under the laws of California that the foregoing is true and correct.

Signed

Steve Jacobson

Date

March 21, 2005

## PROPOSER'S REFERENCE LIST

PROPOSED CONTRACT FOR: THE RESOURCE COLLECTION

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone, and fax numbers before listing. Incorrect names, telephone, or fax numbers will be disregarded. Use additional pages if required.

**A. COUNTY OF LOS ANGELES AGENCIES.**

**All contracts with the County during the previous three years must be listed.**

SERVICE: Invert Cleaning	DATES: 2002-2004
DEPT/ DISTRICT: EAST AREA	
CONTACT: Mr. Del Ortega	
TELEPHONE: (626) 458-6981	
FAX:	

SERVICE: Invert Cleaning	DATES: 2002-2004
DEPT/DISTRICT: SOUTH AREA	
CONTACT: Mr. Ramy Mattar	
TELEPHONE: (562) 861-0316	
FAX:	

SERVICE: Invert Cleaning	DATES: 2002-2004
DEPT/ DISTRICT: WEST AREA	
CONTACT: Mr. Miguel Osorio	
TELEPHONE: (818) 896-0594	
FAX:	

SERVICE:	DATES:
DEPT/DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	

**B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES**

SERVICE: Graffiti removal	DATES: current
AGENCY/ FIRM: City of Lawndale	
ADDRESS:	
CONTACT: Mr. Blane Frandsen	
TELEPHONE: (310) 970-2160	
FAX:	

SERVICE: Landscape Maint.	DATES: current
AGENCY/ FIRM: Wells Fargo Bank	
ADDRESS: 110 sites	
CONTACT: Ms. Carol McGranahan	
TELEPHONE: (213) 253-6002	
FAX:	

SERVICE:	DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	

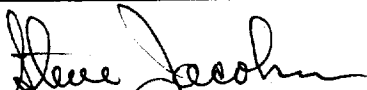
SERVICE:	DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	

## PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name	THE RESOURCE COLLECTION, INC.
Address	4901 Rosecrans Ave. Hawthorne CA 90250
Internal Revenue Service Employer Identification Number	95-417-4472

In accordance with Los Angeles County Code Section 4.32.010, the Proposer certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

1.	The proposer has a written policy statement prohibiting any discrimination in all phases of employment.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	The proposer periodically conducts a self- analysis or utilization analysis of its work force.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Authorized representative	Steve Jacobson
Signature	
Date	March 21, 2005

## LIST OF SUBCONTRACTORS

The proposer is required to fill in the following blanks in accordance with the provisions of the Subletting and Subcontracting Fair Practices Act (Chapter 2 of Division 5, Title 1 of the Government Code of the State of California) and should be familiar with Section 2-3 of the Standard Specifications.

**Subcontractors listed in accordance with the provisions of Section 2-3 must be properly licensed under the laws of the State of California for the type of work which they are to perform, AND THEIR LICENSE NUMBER MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate subcontractors for the same work.**

[illegible]

**County of Los Angeles**  
**Request for Local Small Business Enterprise (SBE) Preference Program Consideration and**  
**CBE Firm/Organization Information Form**

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: THE RESOURCE COLLECTION, INC.	
<input checked="" type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number:	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): 1,500						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American			4	2	37	52
Hispanic/Latino			12	5	951	412
Asian or Pacific Islander				1		
American Indian						
Filipino			2			
White		2	8	10		

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	100 %

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: <u>Sec/Treasurer</u>	Date: <u>March 21, 2005</u>
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GAIN/GROW EMPLOYMENT COMMITMENT

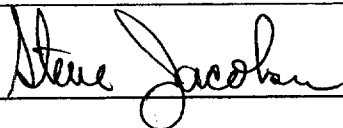
The undersigned:

- ☐ has hired participants from the County's Department of Social Services' Greater Avenue for Independence (GAIN) and/or General Relief Opportunity for Work (GROW) employment programs.

**OR**

- ☒ declares a willingness to consider GAIN/GROW participants for any future employment opening if participant(s) meet the minimum qualification for that opening, and

declares a willingness to provide employed GAIN/GROW participants access to proposer's employee mentoring program(s), if available, to assist those individuals in obtaining permanent employment and/or promotional opportunities.

Signature 	Title Sec/ Treasurer
Firm Name THE RESOURCE COLLECTION, INC	Date March 21, 2005



# TRANSMITTAL FORM TO REQUEST AN **REP** SOLICITATION REQUIREMENTS REVIEW

***A Solicitation Requirements Review must be received by the County  
within 10 business days of issuance of the solicitation document***

Proposer Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- ☐ Application of **Minimum Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Application of **Business Requirements**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review.  
*(Attach additional pages and supporting documentation as necessary.)*

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Request submitted by:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

***For County use only***

Date Transmittal Received by County: \_\_\_\_\_ Date Solicitation Released: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Results of Review - Comments:

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Date Response sent to Proposer: \_\_\_\_\_



# The Resource Collection

*Quality Building and Facility Maintenance Services*

Building  
Maintenance

Landscape  
Services

Construction  
and Repair

Graffiti  
Patrol

Interior  
Plant  
Services

Parking  
Lot Services

Window  
Services

Security  
Services

Cleaning  
Supplies

Restroom  
Services

Pressure  
Steam  
Cleaning

TITLE PAGE

**TRASH-FREE CHANNEL – SOUTH AREA**

**THE RESOURCE COLLECTION**

**4901 ROSECRANS AVENUE, HAWTHORNE CA**

**(310) 219-3272**

**MARCH 21, 2005**

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9. Additional data statement
10. Forms list
- PW-1. Verification of Proposal
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Application for Exception and Certification Form.
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# The Resource Collection

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Steam  
Cleaning

## LETTER OF TRANSMITTAL

**The Resource Collection has read the scope of work, visited the sites to be cleaned, and understands that the Department of Public works requires that:**

**We provide qualified, physically able, reliable personnel to carry out the removal of vegetative clippings and debris deposited in the various facilities.**

**We ensure that personnel will be provided with all the necessary equipment and tools to carry out the requirements of this contract in a safe and efficient manner.**

**We furnish transportation for personnel to, around and from the work site, since the work sites do not offer parking**

**Persons authorized to make representations for The Resource Collection**

**Steven D. Jacobson, Secretary/Treasurer —4901 Rosecrans Ave.,  
Hawthorne, California 90250 (310) 219-3272**

**Martin Benom, Chairman and CEO                      4901 Rosecrans Ave.,  
Hawthorne, California 90250 (310) 219-3272**



**Steven D. Jacobson**

# **The Resource Collection**

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Services

Cleaning  
Supplies

Restroom  
Services

Pressure  
Steam  
Cleaning

March 21, 2005

County of Los Angeles  
Department of Public Works  
Administrative Service division  
900 South Fremont Avenue  
Alhambra, California 91801

Dear Sirs:

Please accept this letter of our company's capabilities. **We currently provide the services you are requesting in the South, West and East Flood control districts for your department.**

Providing successful cleaning and maintenance and management services requires a well-qualified team that responds quickly. We are committed to delivering timely and professional services to our clientele.

The Resource Collection is a woman owned business, a California corporation that has developed a variety of managed, professional services for commercial facilities.

We look forward to adding these additional areas to our cleaning schedule for the adjacent inverts. Please call me if you have any questions on our proposal.

Very truly yours,



Steven D. Jacobson

## **The Resource Collections Capabilities**

- A woman owned, California Corporation (not certified).
- Owner managed and operated.
- Chief Executive Officer, Martin A. Benom.
- Original Company was founded in 1962, 43 years in business.
- The Resource Collection performs a variety of services in several states.
- Over \$25 million annual sales.
- 1,500 employees and managers (full time and part time).
- Current contracts equal over 24,000,000 square feet of responsibility.
- The Resource Collection provides services including:

### **Building Services**

Custodial Maintenance  
General Contracting / Tenant Improvements  
Pest Control Services  
Window Washing  
Pressure Steam Cleaning  
Graffiti Patrol

### **Security Services**

Standing Guard Services  
Patrol Services  
Alarm, CCTV, Central Station Monitoring

### **Landscape Services**

Interior Plant Design, Installation and Maintenance  
Exterior Landscape Design, Installation, & Maintenance

### **Parking Lot Services**

Sweeping, Pressure Washing, Asphalt & Concrete  
Property Management / Facility Management Services

# **THE RESOURCE COLLECTION**

## **HISTORY, BUSINESS AND INDUSTRY DESCRIPTION**

The Resource Collection is one of the oldest privately owned and operated commercial cleaning & maintenance contractor and management service firms in Southern California. The Resource Collection is a full service building service contractor providing a full array of facility maintenance services, including specialty cleaning services, janitorial services, landscape maintenance services, interior plant services, pest control services, security guard services, parking lot sweeping and degreasing, window washing, pressure steam cleaning, general contracting and handyman services, as well as complete facility management and a host of other related services. Please refer to our director of services for a comprehensive listing of our professionally managed services.

The Resource Collection currently provides services for some accounts since 1962 and has been serving the market for that length of time. The company has experienced significant growth due to an enlarging base of satisfied clients and a management dedicated to delivering the contracted services in a satisfactory and consistent manner.

## BUSINESS OPERATIONS

1. **Building Services.** The Resource Collection provides custodial services to over 600 clients. In addition, we provide specialty cleaning, general contracting, tenant improvements, pest control services, window washing, pressure steam cleaning, product supplies and equipment (sanitary supplies, lighting supplies and services, etc.) and Graffiti Patrol services to our clients. Some of our customers have been affiliated with the business our entire history and many have been with the company five to ten years. Facilities serviced by The Resource Collection range in size from 1,500 square feet to over one million square feet.
2. **Security Services.** The Resource Collection, and associated company, Command Guard Services, provide standing guards, patrol, alarms (design, installation, and central station monitoring), closed circuit television, and card access systems. We provide safety and loss control. Our services include investigation, theft and background checks, loss control, and fire safety.
3. **Landscape Services.** The Resource Collection provides interior and exterior landscape design, installation, and maintenance services. Our own staff provides irrigation design, installation and maintenance, tree trimming, and color programs. We currently service over 250 clients ranging from 80-acre commercial shopping centers to estate/residential sites.
4. **Parking Lot Services.** The Resource Collection maintains cleanliness in parking lots by providing parking lot sweeping to over 150 clients. We provide concrete and asphalt design and installation, replacement, or slurry coating and striping. We pressure wash and power clean parking surfaces to limit slip and fall liability.
5. **Facility Management / Facility Services.** The Resource Collection provides professional property management services to over 50 clients, sharing our expertise in the areas of asset management and investments, tenant retention, energy management, regulatory compliance, budget planning, maintenance and vendor performance, and capital improvement planning. Our Property management group currently has responsibility for property management for over 1.5 million square feet, throughout the Southern California area, servicing commercial, retail, office, and residential properties.



## **COMPETITION AND CUSTOMER LOYALTY**

Competition in the Resource Collection's areas of business operations is intense. There are a number of other service providers in the market place but The Resource Collection believes that its management style and professionalism distinguishes it from other companies. The Resource Collection has established a customer base that has remained stable over the majority of the company's existence. In addition, The Resource Collection continues to expand its business operations as new customers continue to request its services. The management style of The Resource Collection, particularly as reflected in the company's emphasis on quality and its involvement in line operations have allowed The Resource Collection to effectively control and manage employee injuries, resolve site related problems, and, most importantly, maintain satisfied customers.

**Our bonded and insured employees and sub-contractors are supervised and their performance is assured by management's advanced programming. Clients that turn to The Resource Collection develop into lasting relationships that know they are receiving the highest caliber of service in the industry. Additionally, our various other services efficiently handle related problems as they arise while still being cost effective.**

The Resource Collection has over 43 years of experience providing premium quality services, and a capable management team dedicated to delivering that service on a consistent basis at a fair price. Our professional delivery of a diverse variety of services illustrates the ability of The Resource Collection to effectively meet the needs of its customers.

## **COMPANY BACKGROUND and EXPERIENCE**

The Resource Collection has over 43 years of experience providing premium quality cleaning and maintenance services, and a capable management team dedicated to delivering that service on a consistent basis at a fair price. Our professional delivery of a diverse variety of services illustrates the ability of The Resource Collection to effectively meet the needs of its customers.

### **MANAGEMENT**

Management is the key to success in any service business. Look to the involvement of senior management and the business philosophy of the key managers if you wish to evaluate whether you will be happy with a service. At The Resource Collection each critical function is overseen by an owner of the company to insure that we deliver the service our clients need without excuses. There is no one to check with for out of state approval. Here are some short biographies on the key managers:

#### **Owner/Operators**

**Martin Benom**, Director of Marketing and Chairman, has a B.A. from the University of California at Berkeley and has been involved in sales and operations in the janitorial business most of his career. Following his honorable discharge from the Marine Corps in 1960, Martin has worked in sales and operations management for I.T.T. Janitorial Services, White Glove Building Maintenance, and Goffman Services, providing a similar array of services as The Resource Collection provides, servicing many of the accounts which have been associated with Martin since 1962.

Martin is the force behind the company's sales growth and managed operations. Martin's expertise in many related services can be a big help when problem solving and short time frames are the order of the day.

**Paula Benom**, Vice President, oversees the bookkeeping, billing, payroll, and all accounting and administrative support functions. Paula worked in the property management division of Coldwell Banker, and for a variety of developers in the Southern California area. Paula's background in property management provides a foundation for understanding of our client's needs.

**Steven Jacobson**, Secretary Treasurer, is responsible for ensuring continuity of our professional services from the initial contact through the communications of final delivery of our services. He monitors client communications to maximize client satisfaction. **Steve is responsible for the set up of systems and procedures for maintenance services at the South and West Flood Control facilities for your current county flood control maintenance.** Steve has been involved in the facility services industry for over forty years.

**Maryln Jacobson**, Vice President, provides customer relations, ranging from site visits and inspections to written reports, evaluations, and suggestions to best optimize employee efforts to change simply getting a "job done" to getting a "job done well". Maryln's customer relationships and technical job knowledge contribute to the satisfaction of our clientele.

## **Professional Management**

**JUAN BORJA**, Window Washing and Special Cleaning Operation Manager has been in **charge of the cleaning of the COUNTY INVERTS FOR THE PAST YEAR.** He has had experience managing cleaning personnel for over 8 years through a variety of local companies. His experience has led his group to win company sponsored awards for safety.

**LOWELL BLAIR**, Landscape Design, Installation and Maintenance Manager has managed our landscape and sweeping services divisions for over 10 years. He has been involved in water conservation programs and has in depth knowledge in all phases of landscape services

**VALENTIN CAISEROS**, Landscape Supervisor has grown through crew work to lead supervision. He has been with our company over 10 years and is heavily involved in our ancillary landscape services, including design, installation, tree trimming, and irrigation efforts, as well as managing and directing landscape maintenance crews.

**RAHEEM AHMAD**, Senior Supervisor has risen through the ranks from hands-on janitor to Senior Supervisor. His experience has been the fast paced shopping center / retail environments which has taught him to make quick, clear-

headed decisions on the floor at the time they need to be made. He is popular with his employees.

**JOSE GALVEZ**, Assistant Supervisor, has risen through the ranks from hands-on janitor. He understands the needs and requirements of large centers and works hard to ensure his clients are satisfied with the results achieved by his crews.

**HECTOR SALINAS**, Janitorial Operations Manager, joined The Resource Collection over seven years ago. He is responsible for the successful operations of several geographic divisions. Hector started in the janitorial business in 1958 as a supervisor for a nationwide company--one of the premier janitorial firms at the time.

Hector has worked with several of the best firms in the industry including assignments throughout California. He has been responsible for facilities such as Hughes Aircraft, Arco Towers, American Honda, and the historic Pacific Mutual Building downtown Los Angeles. Hector oversees the management and supervision of our waxing and carpet cleaning crews, whose efforts continuously receive recognition as being "the best floor and carpet crews" in our industry.

**LIZ SALINAS**, Senior Supervisor joined the Resource Collection as a hands-on janitor and has risen through the ranks to the position of Senior Supervisor. He understands the requirements and efforts required to achieve customer satisfaction and he works hard to achieving that end.

### **MANAGEMENT AND HOURLY TRAINING PROGRAMS**

The Resource Collection has quarterly Management staff training programs. These programs are designed to open management's awareness as to how to convey and teach enthusiasm, as well as specific concepts and ideas. Monthly management meetings focus on "how to" and "why". The monthly meetings are chaired on a rotational basis to allow each manager the opportunity to prepare and present information to the group that they will be presenting on a one-to-one basis to their employees.

Our larger sites have monthly or bi-monthly safety and training meetings to ensure all site appointed employees know what to do should an emergency occur while they are at the site. Whenever possible, our Management attends

the client's safety meetings to ensure the efforts of our staff dovetail into and support the larger emergency procedures.

### **EMPLOYEE CUSTOMER SERVICE CAPABILITIES**

All direct employees are reviewed through the importance of customer communications. All "extraordinary" items are reported on an "as observed" basis. Broken irrigation, running water, and any other emergency condition is reported following emergency shut off or appropriate response to minimize damage to all sites.

Each direct employee assigned to an account is put through out initial training program at our office. This training program is designed to ensure our employees are aware of the intent of the specific job to which they are being assigned, the importance of customer awareness, and to be observant for broken or damaged property to report, in addition to being knowledgeable as to the particular site requirements and the methods and techniques required to safely perform the required functions. This training program explores the importance of being "customer service aware" and may include roll playing and verbal instruction in the best approach to resolving problems, as determined by the job sites to which they are assigned. We follow-up with on-the-job training, which again, as a part of site training covers the importance of customer service and job safety.

### **QUALITY CONTROL PROGRAMS**

While we would hope our efforts achieve customer happiness in an effortless manner, we recognize we are employing human beings who may not always say or do the things we wish they would. As an effort to offset the "cognitive dissonance" (those things we wish were performed but were not, or, those things that were said which we wish had not been), our site assigned supervision rove our sites, on a rotational basis, our off-site supervision periodically walk the site, and, hopefully, on a routine basis, can arrange to walk the site with a representative of your management. Such overlapping efforts are intended to assist our management achieve Total Quality Management, including your input.

In addition, The Resource Collection has a high profile of advancing successful workers to new job opportunities, as they arise. We also have a recognition of the "most improved" and "worker of the month". Each of these awards are sought after and well received by our employee base. Our company sponsors a family picnic in the summer, a fall garage sale and barbecue, and an employee Christmas Party. Our management staff has quarterly pot luck luncheons and an annual Christmas Party. Management achievement is recognized and rewarded.

### **OSHA HAZARD COMMUNICATION PROGRAM**

All employees review pertinent state and federal safety requirements (such as California's SB198 Material Data Safety Sheets for the chemicals assigned to the specific site). At our monthly safety and training programs, all staff is trained in the usage of all assigned chemicals and materials. All equipment, which is used at a specific site, is explained and staff understands dangers and safety requirements prior to being expected to work independently with equipment. All managed sub-contractors are reminded to review these concerns with their employees.

### **START-UP PLAN AND TRANSITION SUPPORT**

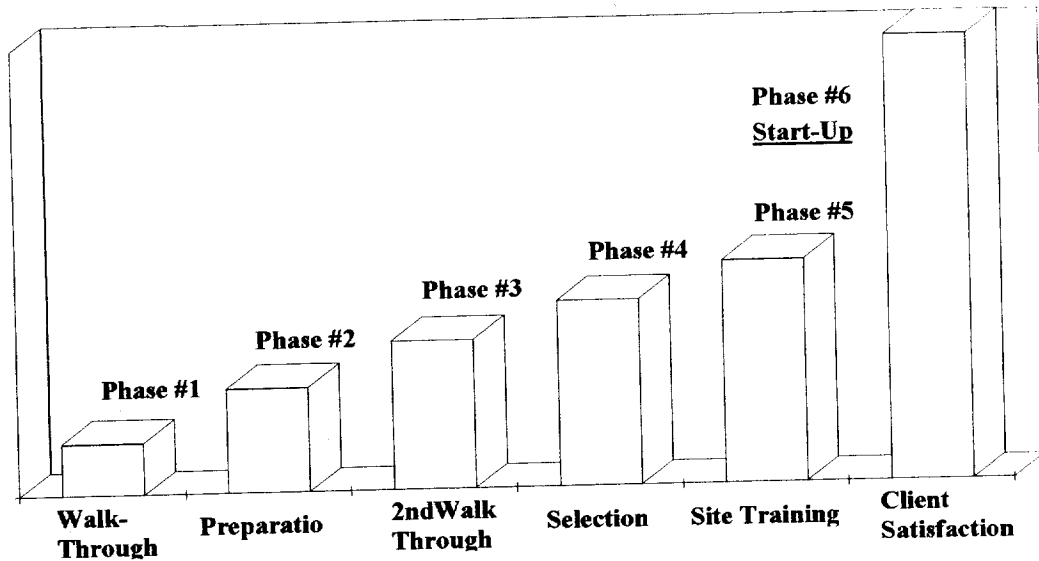
Once The Resource Collection is selected to provide maintenance services, a transition team (which may include Managers, Field Supervisors, anticipated on site supervisors and upper-level management) enters a six-phase transition plan. We want our management and supervisory personnel to convey to our future clients our desire to help **resolve issues before they become problems.**

We believe it is easier to render appropriate customer service **now** rather than having to receive customer complaints later. We realize that start of services with any company service provider can be difficult; therefore we implement our six-phase transition plan. By providing our outline, your management can participate at any phase should they desire. Please review the following:

## **Six-Phase Transition Plan**

- PHASE #1**                      **Days 1 through 7**
- The Resource Collection is retained
  - Orientation
  - Walk-through of facility
  - Facility familiarity
- PHASE #2**                      **Days 7 through 14**
- Preparation
  - Review existing site procedures
  - Recruitment (if required)
- PHASE #3**                      **Days 14 through 20**
- Second walk-through (Field Supervisors)
  - Revise site procedures
  - Client Review
- PHASE #4**                      **Days 20 through 25**
- Employee/crew Selection
  - Client interview (Optional)**
    - Special employment administrator file and standards review*
- PHASE #5**                      **Days 25 through 30**
- Review site procedures
  - Create site-specific training
  - Review prior safety requirements
  - Approved scheduling
- PHASE #6**                      **Start-Up**
- Assume Duties
  - Review daily activity for at least 15 days
  - Supervisor checks every shift for two weeks
  - Client review of overall maintenance program
  - Revise site procedures, if needed

## SIX-PHASE TRANSITION PLAN



*Please note: Although our plan is outlined for a smooth transition for a new maintenance program offered to our clients, The Resource Collection is prepared to provide qualified employees **promptly** when there is a need for immediate staffing.*



## **WORK PLAN**

**The area to be covered for the SOUTH area of invert and attendant roadway and access area is extensive. The Resource Collection plans to cover the area with two trucks, each with a two-man crew. These crews will be able to cover 14 to 18 miles per day. We are currently cleaning the invert areas and we have first hand knowledge of the amount of cleaning per hour that can be covered by cleaners in this area.**

**The cleaning will take five days, with FOUR men, one a supervisor, ONE trash-hauling trucks and a supervisor's vehicle. This will give the crews 28 hours per day of cleaning time and four hours to travel from the job sites to the designated dumping area.**

**Two Phases of scheduling are planned**

**The first phase should take three weeks of intensive cleaning to bring the areas to a "zero tolerance level". Cleanup will take longer per mile than the above estimate. We will absorb the extra expenses at no cost additional cost to the County.**

**As soon as the original cleanup has taken place, we can proceed with the second phase.**

**Each channel will be visited once per week. The Supervisor will check all work. All dump visits and fees will be noted and accounted for and reported to your designated official, as requested**

**Zero tolerance levels will be maintained**

**The Resource Collection, Inc. will provide two half-ton trucks and a supervisor's vehicle for the regularly scheduled weekly service.**

**We will provide whatever larger trucks are necessary for the original cleanup, ie; (A three quarter ton; 12' stake bed truck equipped with a rear lift gate and a front-end winch).**

The trucks will carry all necessary trash bags, ladders and safety equipment. The winch will be used to haul out overly heavy trash from the channels and especially from the "V" shaped channels that are too small to provide access for a truck. In addition our company has a fleet of 44 vehicles of varying capacities to be used should the need arise.

Workers will drive to your sites in the above vehicle and will pick up supplies and equipment from our headquarters or will have the supplies delivered to the site by the designated supervisor.

A lead man who would be responsible for reporting to the supervisor and an attendant laborer. The lead man will be furnished with a telephone and pager and will be in immediate contact with our office to report any untoward circumstances, hazardous waste, or trash and debris that would necessitate our sending an extra crew to assist in the removal of heavy items.

Employee trash removal training plan: We will instruct the crew to be aware of the type of trash to be removed, to be aware of the hazardous waste or what might be hazardous waste and to report same to their supervisor. They will be instructed in safety and OSHA rules. They will be instructed to lock all gates upon entering and leaving the areas. They will be given legible maps of all assigned areas that will include locations of entrances and exits. They will have Copies of the California Storm Water Best Management Practice Handbook, Volume 3 Construction BMP Handbook. They will be instructed about and be knowledgeable about the information supplied in the BMP handbook. They will be required to wear safety vests, steel toed boots, safety goggles and gloves when working. They will bag the trash, put it on the truck and take it to the dump. They will be instructed to retain dump receipts for accounting of trash and for billing purposes.

The Resource Collection Inc. will provide the department with a 24-hour seven day per week telephone number that will insure response within a two-hour time frame.

**SUBCONTRACTOR INFORMATION**

**WE WILL USE NO SUBCONTRACTORS AT YOUR SITES**

**Copies of licenses and certifications.**

**Not Applicable**

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/16/2004

INSURER  
Brook Insurance Services  
22801 Ventura Blvd, Third Floor  
Woodland Hills, CA 91364  
Phone 818-225-6200 Fax 818-225-6210

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED  
The Resource Collection, Inc.  
4901 Rosecrans Avenue  
Hawthorne, CA 90250-6691

## INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: ADMIRAL INSURANCE COMPANY

INSURER B: LINCOLN GENERAL INSURANCE

INSURER C: XL INSURANCE AMERICA, INC.

INSURER D: FIREMAN'S FUND INSURANCE

INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$10,000 BI & PD DEDT <input checked="" type="checkbox"/> PER CLAIM GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	CA000003438-01	3/1/2004	3/1/2005	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$ \$ \$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	US00007817LI04A	3/1/2004	3/1/2005	WC STATUTORY LIMITS \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER INLAND MARINE - OWNED SCHEDULED CONTRACTORS EQUIPMENT				\$180,582 LIMIT-90% COIN, ACTUAL CASH VALUE, \$1,000 DEDUCTIBLE
D			MXI98305546	3/1/2004	3/1/2005	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

PROOF OF INSURANCE

CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Melissa M. Mainer

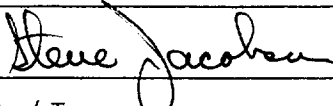
ACORD CORPORATION

**Additional Data:**

**Prior experience on a similar project**

**We are the current contractor for your East, South, and  
West Invert channels for the County of Los Angeles**

## VERIFICATION OF PROPOSAL

<b>DATE:</b> March 21 , 2005		<b>THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS:</b>	
1. THIS DECLARATION IS GIVEN IN SUPPORT OF A PROPOSAL FOR A CONTRACT WITH THE COUNTY OF LOS ANGELES.			
2. NAME OF SERVICE:		TRASH FREE CHANNEL <u>South Area</u>	
<b>DECLARANT INFORMATION</b>			
3. NAME OF DECLARANT:		STEVE JACOBSON	
4. I AM DULY VESTED WITH THE AUTHORITY TO MAKE AND SIGN INSTRUMENTS FOR AND ON BEHALF OF THE PROPOSER(S).			
5. MY TITLE, CAPACITY OR RELATIONSHIP TO THE PROPOSER IS: SEC/TREASURER			
<b>PROPOSER INFORMATION</b>			
6. Proposer's full legal name:		THE RESOURCE COLLECTION, INC	
7. Proposer's fictitious business name or dba (if any):		N/A	
8. The Proposer's form of business entity is (CHECK ONLY ONE):			
<input type="checkbox"/> Sole proprietor			
<input checked="" type="checkbox"/> A corporation:		Corporation's principal place of business: Hawthorn Calif. 90250	
		State of incorporation: California	
		President/CEO: Martin Benom	
		Secretary: Steve Jacobson	
<input type="checkbox"/> A general partnership:		Names of partners:	
<input type="checkbox"/> A limited partnership:		Name of general partner:	
<input type="checkbox"/> A joint venture of:		Names of joint venturers:	
<input type="checkbox"/> A limited liability company:		Name of managing member:	
9. The only persons or firms interested in this proposal as principals are the following:			
Name(s)	Martin Benom	Title	CEO
Street	4901 Rosecrans Ave.	City	Hawthorne
Phone	(310) 219-3272	State	CA
Fax	(310) 219-3280	Zip	90250
Name(s)	Paula Benom	Title	Vice President
Street	same	City	same
Phone	same	State	same
Fax	same	Zip	same
Name(s)	Maryln Jacobson	Title	Vice President
Street	same	City	same
Phone	same	State	same
Fax	same	Zip	same
10. This proposal is made without collusion with any other person, firm, or corporation. The proposer has carefully examined the location of the proposed work, and is familiar with all of the physical and climatic conditions, and makes this bid solely upon the Proposer's own knowledge. The proposer has carefully examined the specifications, both general and detail, any drawings attached, and any additional communications sent and makes this proposal in accordance therewith. If this proposal is accepted, the proposer will enter into a written contract for the performance of the proposed work with the County of Los Angeles, accepting in full payment for work actually done the prices shown in the attached schedule. It is understood and agreed that the quantities set forth in the attached schedule and the Request for Proposals are but estimates, and that the unit prices will apply to the actual quantities, whatever they may be.			
<input checked="" type="checkbox"/> (1) I am making these representations on my personal knowledge;			
<b>11. CHECK ONE: OR</b>			
<input type="checkbox"/> (2) I am making these representations based on information and belief that they are true.			
I declare under penalty of perjury under the laws of California that the foregoing is true and correct.			
Signature of Proposer or Authorized Agent:			
Type name and title:	Steve Jacobson Sec/ Treasurer		

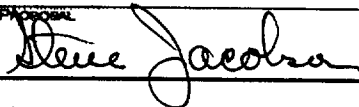
**ENCLOSURE 1.C**  
**(REVISED 3/14/05) FORM PW-2**

**SCHEDULE OF PRICES**  
**FOR**  
**TRASH-FREE CHANNEL-SOUTH AREA**  
**CONTRACT TERM JUNE 1, 2005 – DECEMBER 31, 2005**

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer shall furnish all labor, materials, transportation, taxes, equipment and supplies unless stated otherwise in the Request for Proposals. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are but estimates, and that the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	ITEM DESCRIPTION	UNIT	UNIT COST	NO. OF UNITS	TOTAL PRICE
1.	COMPTON CREEK	MONTH	\$870.00	7	\$ 6,090.00
2.	PROJECT 21	MONTH	\$580.00	7	\$ 4,060.00
3.	PROJECT 130	MONTH	\$580.00	7	\$ 4,060.00
4.	DOMINGUEZ CHANNEL	MONTH	\$2,030.00	7	\$14,210.00
5.	BALLONA CREEK	MONTH	\$2,610.00	7	\$18,270.00
6.	CENTINELA CREEK CHANNEL	MONTH	\$1,740.00	7	\$12,180.00
7.	PD 669	MONTH	\$ 580.00	7	\$ 4,060.00
8.	PROJECT 1232	MONTH	\$ 580.00	7	\$ 4,060.00
9.	PROJECT 9 – UNIT 2 LINE E	MONTH	\$ 870.00	7	\$ 6,090.00
10.	PROJECT 9 – UNIT 3 LINE C	MONTH	\$ 290.00	7	\$ 2,030.00
11.	PROJECT 9 – UNIT 3 LINE D	MONTH	\$ 290.00	7	\$ 2,030.00
12.	PROJECT 9 – UNIT 1 LINE F	MONTH	\$ 290.00	7	\$ 2,030.00
13.	SANTA MONICA CANYON CHANNEL	MONTH	\$ 580.00	7	\$ 4,060.00
14.	SEPULVEDA CHANNEL	MONTH	\$ 870.00	7	\$ 6,090.00
15.	WILMINGTON DRAIN – EAST	MONTH	\$ 870.00	7	\$ 6,090.00
16.	WILMINGTON DRAIN – WEST	MONTH	\$ 870.00	7	\$ 6,090.00

**TOTAL PROPOSED PRICE \$ 101,500.00**

LEGAL NAME OF PROPOSER THE RESOURCE COLLECTION INC.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL 		
TITLE OF AUTHORIZED PERSON Sec/Treasurer		
DATE March 21, 2005	STATE CONTRACTOR'S LICENSE NUMBER N/A	LICENSE TYPE
PROPOSER'S ADDRESS: 4901 Rosecrans Ave. Hawthorne, CA 90250		
PHONE (310) 219-3272	FAX (310) 219-3280	E-MAIL SteveJ@ResourceCollection.com



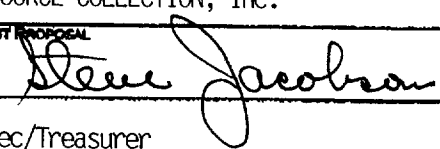
**ENCLOSURE 1.C**  
**(REVISED 3/14/05) FORM PW-2**

**SCHEDULE OF PRICES**  
**FOR**  
**TRASH-FREE CHANNEL-SOUTH AREA**  
**CONTRACT TERM APRIL 1, 2006 – DECEMBER 31, 2006**

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer shall furnish all labor, materials, transportation, taxes, equipment and supplies unless stated otherwise in the Request for Proposals. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are but estimates, and that the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	ITEM DESCRIPTION	UNIT	UNIT COST	NO. OF UNITS	TOTAL PRICE
1.	COMPTON CREEK	MONTH	\$ 870.00	9	\$ 7,830.00
2.	PROJECT 21	MONTH	\$ 580.00	9	\$ 5,220.00
3.	PROJECT 130	MONTH	\$ 580.00	9	\$ 5,220.00
4.	DOMINGUEZ CHANNEL	MONTH	\$2,030.00	9	\$ 18,270.00
5.	BALLONA CREEK	MONTH	\$2,610.00	9	\$ 23,490.00
6.	CENTINELA CREEK CHANNEL	MONTH	\$1,740.00	9	\$ 15,660.00
7.	PD 669	MONTH	\$ 580.00	9	\$ 5,220.00
8.	PROJECT 1232	MONTH	\$ 580.00	9	\$ 5,220.00
9.	PROJECT 9 – UNIT 2 LINE E	MONTH	\$ 870.00	9	\$ 7,830.00
10.	PROJECT 9 – UNIT 3 LINE C	MONTH	\$ 290.00	9	\$ 2,610.00
11.	PROJECT 9 – UNIT 3 LINE D	MONTH	\$ 290.00	9	\$ 2,610.00
12.	PROJECT 9 – UNIT 1 LINE F	MONTH	\$ 290.00	9	\$ 2,610.00
13.	SANTA MONICA CANYON CHANNEL	MONTH	\$ 580.00	9	\$ 5,220.00
14.	SEPULVEDA CHANNEL	MONTH	\$ 870.00	9	\$ 7,830.00
15.	WILMINGTON DRAIN – EAST	MONTH	\$ 870.00	9	\$ 7,830.00
16.	WILMINGTON DRAIN – WEST	MONTH	\$ 870.00	9	\$ 7,830.00

**TOTAL PROPOSED PRICE** \$ 130,500.00

LEGAL NAME OF PROPOSER THE RESOURCE COLLECTION, Inc.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL 		
TITLE OF AUTHORIZED PERSON Sec/Treasurer		
DATE March 21, 2005	STATE CONTRACTOR'S LICENSE NUMBER N/A	LICENSE TYPE
PROPOSER'S ADDRESS: 4901 Rosecrans Ave. Hawthorne, Ca 90250		
PHONE (310) 219-3272	FAX (310) 219-3280	E-MAIL SteveJ@ResourceCollection.com

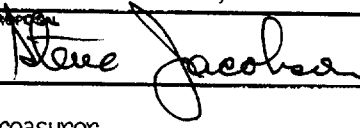
**ENCLOSURE 1.C**  
**(REVISED 3/14/05) FORM PW-2**

**SCHEDULE OF PRICES**  
**FOR**  
**TRASH-FREE CHANNEL-SOUTH AREA**  
**CONTRACT TERM APRIL 1, 2007 – DECEMBER 31, 2007**

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer shall furnish all labor, materials, transportation, taxes, equipment and supplies unless stated otherwise in the Request for Proposals. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are but estimates, and that the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	ITEM DESCRIPTION	UNIT	UNIT COST	NO. OF UNITS	TOTAL PRICE
1.	COMPTON CREEK	MONTH	\$ 870.00	9	\$ 7,830.00
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4.	DOMINGUEZ CHANNEL	MONTH	\$2,030.00	9	\$ 18,270.00
5.	BALLONA CREEK	MONTH	\$2,610.00	9	\$ 23,490.00
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7.	PD 669	MONTH	\$ 580.00	9	\$ 5,220.00
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10.	PROJECT 9 – UNIT 3 LINE C	MONTH	\$ 290.00	9	\$ 2,610.00
11.	PROJECT 9 – UNIT 3 LINE D	MONTH	\$ 290.00	9	\$ 2,610.00
12.	PROJECT 9 – UNIT 1 LINE F	MONTH	\$ 290.00	9	\$ 2,610.00
13.	SANTA MONICA CANYON CHANNEL	MONTH	\$ 580.00	9	\$ 5,220.00
14.	SEPULVEDA CHANNEL	MONTH	\$ 870.00	9	\$ 7,830.00
15.	WILMINGTON DRAIN – EAST	MONTH	\$ 870.00	9	\$ 7,830.00
16.	WILMINGTON DRAIN – WEST	MONTH	\$ 870.00	9	\$ 7,830.00

**TOTAL PROPOSED PRICE \$ 130,500.00**

LEGAL NAME OF PROPOSER THE RESOURCE COLLECTION, INC.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL 		
TITLE OF AUTHORIZED PERSON Sec/Treasurer		
DATE March 21, 2005	STATE CONTRACTOR'S LICENSE NUMBER N/A	LICENSE TYPE
PROPOSER'S ADDRESS: 4901 Rosecrans Ave. Hawthorne, CA 90250		
PHONE (310) 219-3272	FAX (310) 219-3280	E-MAIL SteveJ@ResourceCollection.com

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM  
APPLICATION FOR EXCEPTION AND CERTIFICATION FORM**

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

<b>Company Name:</b>	THE RESOURCE COLLECTION, INC.		
<b>Company Address:</b>	4901 Rosecrans Avenue		
<b>City:</b>	Hawthorne	<b>State:</b>	CA
<b>Zip Code:</b>	90250		
<b>Telephone Number:</b>	(310) 219-3272		
<b>(Type of Goods or Services):</b>	Channel Cleaning		

**If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (you must attach documentation to support your claim). If the Jury Service Program applies to your business, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, sign and date this form.**

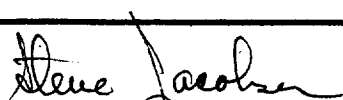
**Part I: Jury Service Program Is Not Applicable to My Business**

- ☐ My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.
- "Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.
- "Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.
- ☐ My business is subject to a Collective Bargaining Agreement that expressly provides that it supersedes all provisions of the Program. **ATTACH THE AGREEMENT.**

**Part II: Certification of Compliance**

- ☒ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

**I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.**

<b>Print Name:</b> Steve Jacobson	<b>Title:</b> Sec/Treasurer
<b>Signature:</b> 	<b>Date:</b> March 21, 2005

## CONTRACTOR'S INDUSTRIAL SAFETY RECORD

PROPOSED CONTRACT FOR:

THE RESOURCE COLLECTION

SERVICE BY PROPOSER

TRASH FREE CHANNEL CLEANING

PROPOSAL DATE:

March 21, 2005

This information must include all work undertaken in the State of California by the proposer and any partnership, joint venture or corporation that any principal of the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate or individual proposer. The proposer may attach any additional information or explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstances surrounding any and all fatalities.

## 5. CALENDAR YEARS PRIOR TO CURRENT YEAR

	1999	2000	2001	2002	2003	Total	Current Year to Date
1. Number of contracts	534	622	643	680	652	N/A	690
2. Total dollar amount of Contracts (in thousands of dollars)	150,000	200,000	400,000	600,000	723,000	N/a	834,000
3. No. of fatalities	0	0	0	0	0	0	0
4. No. of lost workday cases	13	11	4	1	2	30	0
5. No. of lost workday cases involving permanent transfer to another job or termination of employment	7	0	0	0	0	7	0
6. No. of lost workdays	75	194	237	3	5	514	0

The above information was compiled from the records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Steve Jacobson

Name of Proposer or Authorized Agent (print)

Steve Jacobson

Signature

March 21, 2005

Date

## CONFLICT OF INTEREST CERTIFICATION

I, Steve Jacobson

- ☐ sole owner  
☐ general partner  
☐ managing member  
☒ President, Secretary, or other proper title) Sec/Treasurer

of THE RESOURCE COLLECTION

Name of proposer

make this certification in support of a proposal for a contract with the County of Los Angeles for services within the scope of Los Angeles County Code Section 2.180.010, which provides as follows:

**Contracts Prohibited.** A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.

1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in Subdivision 1 of Subsection A serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of Subdivision 1 of Subsection A, and who:
  - (a) Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
  - (b) Participated in any way in developing the contract of its service specifications; and
4. Profit-making firms or businesses in which the former employees described in Subdivision 3 of Subsection A, serve as officers, principals, partners, or major shareholders.

I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of Code Section 2.180.010 as cited above. Furthermore, that no County employee whose position in the County enables him/her to influence the award of this contract, or any competing contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract. I understand and agree that any falsification in this Certificate will be grounds for rejection of this Proposal and cancellation of any contract awarded pursuant to this Proposal.

I certify under penalty of perjury under the laws of California that the foregoing is true and correct.

Signed Steve JacobsonDate March 21, 2005

## PROPOSER'S REFERENCE LIST

PROPOSED CONTRACT FOR: THE RESOURCE COLLECTION

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone, and fax numbers before listing. Incorrect names, telephone, or fax numbers will be disregarded. Use additional pages if required.

## A. COUNTY OF LOS ANGELES AGENCIES.

All contracts with the County during the previous three years must be listed.

SERVICE: Invert Cleaning	DATES: 2002-2004
DEPT/DISTRICT: EAST AREA	
CONTACT: Mr. Del Ortega	
TELEPHONE: (626) 458-6981	
FAX:	

SERVICE: Invert Cleaning	DATES: 2002-2004
DEPT/DISTRICT: SOUTH AREA	
CONTACT: Mr. Rany Mattar	
TELEPHONE: (562) 861-0316	
FAX:	

SERVICE: Invert Cleaning	DATES: 2002-2004
DEPT/DISTRICT: WEST AREA	
CONTACT: Mr. Miguel Osorio	
TELEPHONE: (818) 896-0594	
FAX:	

SERVICE:	DATES:
DEPT/DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	

## B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE: Graffiti removal	DATES: current
AGENCY/FIRM: City of Lawndale	
ADDRESS:	
CONTACT: Mr. Blane Frandsen	
TELEPHONE: (310) 970-2160	
FAX:	

SERVICE: Landscape Maint.	DATES: current
AGENCY/FIRM: Wells Fargo Bank	
ADDRESS: 110 sites	
CONTACT: Ms. Carol McGranahan	
TELEPHONE: (213) 253-6002	
FAX:	

SERVICE:	DATES:
AGENCY/FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	


SERVICE:	DATES:
AGENCY/FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	

## PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name	THE RESOURCE COLLECTION, INC.
Address	4901 Rosecrans Ave. Hawthorne CA 90250
Internal Revenue Service Employer Identification Number	95-417-4472

In accordance with Los Angeles County Code Section 4.32.010, the Proposer certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

1.	The proposer has a written policy statement prohibiting any discrimination in all phases of employment.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	The proposer periodically conducts a self- analysis or utilization analysis of its work force.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Authorized representative	Steve Jacobson
Signature	
Date	March 21, 2005

## LIST OF SUBCONTRACTORS

The proposer is required to fill in the following blanks in accordance with the provisions of the Subletting and Subcontracting Fair Practices Act (Chapter 2 of Division 5, Title 1 of the Government Code of the State of California) and should be familiar with Section 2-3 of the Standard Specifications.

**Subcontractors listed in accordance with the provisions of Section 2-3 must be properly licensed under the laws of the State of California for the type of work which they are to perform, AND THEIR LICENSE NUMBER MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate subcontractors for the same work.**

[illegible]



County of Los Angeles  
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and  
SBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: THE RESOURCE COLLECTION, INC.	
<input checked="" type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number:	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners):		1,500				
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American			4	2	37	52
Hispanic/Latino			12	5	951	412
Asian or Pacific Islander				1		
American Indian						
Filipino			2			
White		2	8	10		


**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	100 %

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: Sec/Treasurer	Date: March 21, 2005
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GAIN/GROW EMPLOYMENT COMMITMENT

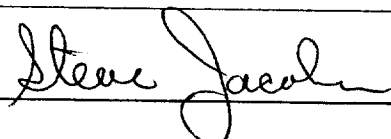
The undersigned:

- ☐ has hired participants from the County's Department of Social Services' Greater Avenue for Independence (GAIN) and/or General Relief Opportunity for Work (GROW) employment programs.

**OR**

- ☒ declares a willingness to consider GAIN/GROW participants for any future employment opening if participant(s) meet the minimum qualification for that opening, and

declares a willingness to provide employed GAIN/GROW participants access to proposer's employee mentoring program(s), if available, to assist those individuals in obtaining permanent employment and/or promotional opportunities.

Signature 	Title Sec/ Treasurer
Firm Name THE RESOURCE COLLECTION, INC	Date March 21, 2005

# TRANSMITTAL FORM TO REQUEST AN REP SOLICITATION REQUIREMENTS REVIEW

***A Solicitation Requirements Review must be received by the County  
within 10 business days of issuance of the solicitation document***

Proposer Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- ☐ Application of **Minimum Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Application of **Business Requirements**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review.  
*(Attach additional pages and supporting documentation as necessary.)*

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Request submitted by:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

*For County Use Only*

Date Transmittal Received by County: \_\_\_\_\_ Date Solicitation Released: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Results of Review - Comments:

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Date Response sent to Proposer: \_\_\_\_\_



*Quality Building and Facility Maintenance Services*

Building  
Maintenance

Landscape  
Services

Construction  
and Repair

Graffiti  
Patrol

Interior  
Plant  
Services

Parking  
Lot Services

Window  
Services

Security  
Services

Cleaning  
Supplies

Restroom  
Services

Pressure  
Steam  
Cleaning

## TITLE PAGE

### TRASH-FREE CHANNEL – WEST AREA

### THE RESOURCE COLLECTION

4901 ROSECRANS AVENUE, HAWTHORNE CA

(310) 219-3272

MARCH 21, 2005

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Review

# The Resource Collection

*Quality Building and Facility Maintenance Services*

Building  
Maintenance

Landscape  
Services

Construction  
and Repair

Graffiti  
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Interior  
Plant  
Services

Parking  
Lot Services

Window  
Services

Security  
Services

Cleaning  
Supplies

Restroom  
Services

Pressure  
Steam  
Cleaning

## LETTER OF TRANSMITTAL

**The Resource Collection has read the scope of work, visited the sites to be cleaned, and understands that the Department of Public works requires that:**

**We provide qualified, physically able, reliable personnel to carry out the removal of vegetative clippings and debris deposited in the various facilities.**

**We ensure that personnel will be provided with all the necessary equipment and tools to carry out the requirements of this contract in a safe and efficient manner.**

**We furnish transportation for personnel to, around and from the work site, since the work sites do not offer parking**

**Persons authorized to make representations for The Resource Collection**

**Steven D. Jacobson, Secretary/Treasurer —4901 Rosecrans Ave.,  
Hawthorne, California 90250 (310) 219-3272**

**Martin Benom, Chairman and CEO                      4901 Rosecrans Ave.,  
Hawthorne, California 90250 (310) 219-3272**



**Steven D. Jacobson**

# The Resource Collection

*Quality Building and Facility Maintenance Services*

Building  
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Security  
Services

Cleaning  
Supplies

Restroom  
Services

Pressure  
Steam  
Cleaning

March 21, 2005

County of Los Angeles  
Department of Public Works  
Administrative Service division  
900 South Fremont Avenue  
Alhambra, California 91801

Dear Sirs:


Please accept this letter of our company's capabilities. **We currently provide the services you are requesting in the South, West and East Flood control districts for your department.**

Providing successful cleaning and maintenance and management services requires a well-qualified team that responds quickly. We are committed to delivering timely and professional services to our clientele.

The Resource Collection is a woman owned business, a California corporation that has developed a variety of managed, professional services for commercial facilities.

We look forward to adding these additional areas to our cleaning schedule for the adjacent inverts. Please call me if you have any questions on our proposal.

Very truly yours,

  
Steven D. Jacobson

## **The Resource Collections Capabilities**

- A woman owned, California Corporation (not certified).
- Owner managed and operated.
- Chief Executive Officer, Martin A. Benom.
- Original Company was founded in 1962, 43 years in business.
- The Resource Collection performs a variety of services in several states.
- Over \$25 million annual sales.
- 1,500 employees and managers (full time and part time).
- Current contracts equal over 24,000,000 square feet of responsibility.
- The Resource Collection provides services including:
  - Building Services
    - Custodial Maintenance
    - General Contracting / Tenant Improvements
    - Pest Control Services
    - Window Washing
    - Pressure Steam Cleaning
    - Graffiti Patrol
  - Security Services
    - Standing Guard Services
    - Patrol Services
    - Alarm, CCTV, Central Station Monitoring
  - Landscape Services
    - Interior Plant Design, Installation and Maintenance
    - Exterior Landscape Design, Installation, & Maintenance
  - Parking Lot Services
    - Sweeping, Pressure Washing, Asphalt & Concrete
  - Property Management / Facility Management Services



# **THE RESOURCE COLLECTION**

## **HISTORY, BUSINESS AND INDUSTRY DESCRIPTION**

The Resource Collection is one of the oldest privately owned and operated commercial cleaning & maintenance contractor and management service firms in Southern California. The Resource Collection is a full service building service contractor providing a full array of facility maintenance services, including specialty cleaning services, janitorial services, landscape maintenance services, interior plant services, pest control services, security guard services, parking lot sweeping and degreasing, window washing, pressure steam cleaning, general contracting and handyman services, as well as complete facility management and a host of other related services. Please refer to our director of services for a comprehensive listing of our professionally managed services.

The Resource Collection currently provides services for some accounts since 1962 and has been serving the market for that length of time. The company has experienced significant growth due to an enlarging base of satisfied clients and a management dedicated to delivering the contracted services in a satisfactory and consistent manner.

## BUSINESS OPERATIONS

1. **Building Services.** The Resource Collection provides custodial services to over 600 clients. In addition, we provide specialty cleaning, general contracting, tenant improvements, pest control services, window washing, pressure steam cleaning, product supplies and equipment (sanitary supplies, lighting supplies and services, etc.) and Graffiti Patrol services to our clients. Some of our customers have been affiliated with the business our entire history and many have been with the company five to ten years. Facilities serviced by The Resource Collection range in size from 1,500 square feet to over one million square feet.
2. **Security Services.** The Resource Collection, and associated company, Command Guard Services, provide standing guards, patrol, alarms (design, installation, and central station monitoring), closed circuit television, and card access systems. We provide safety and loss control. Our services include investigation, theft and background checks, loss control, and fire safety.
3. **Landscape Services.** The Resource Collection provides interior and exterior landscape design, installation, and maintenance services. Our own staff provides irrigation design, installation and maintenance, tree trimming, and color programs. We currently service over 250 clients ranging from 80-acre commercial shopping centers to estate/residential sites.
4. **Parking Lot Services.** The Resource Collection maintains cleanliness in parking lots by providing parking lot sweeping to over 150 clients. We provide concrete and asphalt design and installation, replacement, or slurry coating and striping. We pressure wash and power clean parking surfaces to limit slip and fall liability.
5. **Facility Management / Facility Services.** The Resource Collection provides professional property management services to over 50 clients, sharing our expertise in the areas of asset management and investments, tenant retention, energy management, regulatory compliance, budget planning, maintenance and vendor performance, and capital improvement planning. Our Property management group currently has responsibility for property management for over 1.5 million square feet, throughout the Southern California area, servicing commercial, retail, office, and residential properties.

## **COMPETITION AND CUSTOMER LOYALTY**

Competition in the Resource Collection's areas of business operations is intense. There are a number of other service providers in the market place but The Resource Collection believes that its management style and professionalism distinguishes it from other companies. The Resource Collection has established a customer base that has remained stable over the majority of the company's existence. In addition, The Resource Collection continues to expand its business operations as new customers continue to request its services. The management style of The Resource Collection, particularly as reflected in the company's emphasis on quality and its involvement in line operations have allowed The Resource Collection to effectively control and manage employee injuries, resolve site related problems, and, most importantly, maintain satisfied customers.

**Our bonded and insured employees and sub-contractors are supervised and their performance is assured by management's advanced programming. Clients that turn to The Resource Collection develop into lasting relationships that know they are receiving the highest caliber of service in the industry. Additionally, our various other services efficiently handle related problems as they arise while still being cost effective.**

The Resource Collection has over 43 years of experience providing premium quality services, and a capable management team dedicated to delivering that service on a consistent basis at a fair price. Our professional delivery of a diverse variety of services illustrates the ability of The Resource Collection to effectively meet the needs of its customers.

## **COMPANY BACKGROUND and EXPERIENCE**

The Resource Collection has over 43 years of experience providing premium quality cleaning and maintenance services, and a capable management team dedicated to delivering that service on a consistent basis at a fair price. Our professional delivery of a diverse variety of services illustrates the ability of The Resource Collection to effectively meet the needs of its customers.

## **MANAGEMENT**

Management is the key to success in any service business. Look to the involvement of senior management and the business philosophy of the key managers if you wish to evaluate whether you will be happy with a service. At The Resource Collection each critical function is overseen by an owner of the company to insure that we deliver the service our clients need without excuses. There is no one to check with for out of state approval.

Here are some short biographies on the key managers:

### **Owner/Operators**

**Martin Benom**, Director of Marketing and Chairman, has a B.A. from the University of California at Berkeley and has been involved in sales and operations in the janitorial business most of his career. Following his honorable discharge from the Marine Corps in 1960, Martin has worked in sales and operations management for I.T.T. Janitorial Services, White Glove Building Maintenance, and Goffman Services, providing a similar array of services as The Resource Collection provides, servicing many of the accounts which have been associated with Martin since 1962.

Martin is the force behind the company's sales growth and managed operations. Martin's expertise in many related services can be a big help when problem solving and short time frames are the order of the day.

**Paula Benom**, Vice President, oversees the bookkeeping, billing, payroll, and all accounting and administrative support functions. Paula worked in the property management division of Coldwell Banker, and for a variety of developers in the Southern California area. Paula's background in property management provides a foundation for understanding of our client's needs.

**Steven Jacobson**, Secretary Treasurer, is responsible for ensuring continuity of our professional services from the initial contact through the communications of final delivery of our services. He monitors client communications to maximize client satisfaction. **Steve is responsible for the set up of systems and procedures for maintenance services at the South and West Flood Control facilities for your current county flood control maintenance.** Steve has been involved in the facility services industry for over forty years.

**Maryln Jacobson**, Vice President, provides customer relations, ranging from site visits and inspections to written reports, evaluations, and suggestions to best optimize employee efforts to change simply getting a "job done" to getting a "job done well". Maryln's customer relationships and technical job knowledge contribute to the satisfaction of our clientele.

## **Professional Management**

**JUAN BORJA**, Window Washing and Special Cleaning Operation Manager has been in **charge of the cleaning of the COUNTY INVERTS FOR THE PAST YEAR.** He has had experience managing cleaning personnel for over 8 years through a variety of local companies. His experience has led his group to win company sponsored awards for safety.

**LOWELL BLAIR**, Landscape Design, Installation and Maintenance Manager has managed our landscape and sweeping services divisions for over 10 years. He has been involved in water conservation programs and has in depth knowledge in all phases of landscape services

**VALENTIN CAISEROS**, Landscape Supervisor has grown through crew work to lead supervision. He has been with our company over 10 years and is heavily involved in our ancillary landscape services, including design, installation, tree trimming, and irrigation efforts, as well as managing and directing landscape maintenance crews.

**RAHEEM AHMAD**, Senior Supervisor has risen through the ranks from hands-on janitor to Senior Supervisor. His experience has been the fast paced shopping center / retail environments which has taught him to make quick, clear-

headed decisions on the floor at the time they need to be made. He is popular with his employees.

**JOSE GALVEZ**, Assistant Supervisor, has risen through the ranks from hands-on janitor. He understands the needs and requirements of large centers and works hard to ensure his clients are satisfied with the results achieved by his crews.

**HECTOR SALINAS**, Janitorial Operations Manager, joined The Resource Collection over seven years ago. He is responsible for the successful operations of several geographic divisions. Hector started in the janitorial business in 1958 as a supervisor for a nationwide company—one of the premier janitorial firms at the time.

Hector has worked with several of the best firms in the industry including assignments throughout California. He has been responsible for facilities such as Hughes Aircraft, Arco Towers, American Honda, and the historic Pacific Mutual Building downtown Los Angeles. Hector oversees the management and supervision of our waxing and carpet cleaning crews, whose efforts continuously receive recognition as being “the best floor and carpet crews” in our industry.

**LIZ SALINAS**, Senior Supervisor joined the Resource Collection as a hands-on janitor and has risen through the ranks to the position of Senior Supervisor. He understands the requirements and efforts required to achieve customer satisfaction and he works hard to achieving that end.

### **MANAGEMENT AND HOURLY TRAINING PROGRAMS**

The Resource Collection has quarterly Management staff training programs. These programs are designed at opening management's awareness as to how to convey and teach enthusiasm, as well as specific concepts and ideas. Monthly management meetings focus on “how to” and “why”. The monthly meetings are chaired on a rotational basis to allow each manager the opportunity to prepare and present information to the group that they will be presenting on a one-to-one basis to their employees.

Our larger sites have monthly or bi-monthly safety and training meetings to ensure all site appointed employees know what to do should an emergency occur while they are at the site. Whenever possible, our Management attends

the client's safety meetings to ensure the efforts of our staff dovetail into and support the larger emergency procedures.

### **EMPLOYEE CUSTOMER SERVICE CAPABILITIES**

All direct employees are reviewed through the importance of customer communications. All "extraordinary" items are reported on an "as observed" basis. Broken irrigation, running water, and any other emergency condition is reported following emergency shut off or appropriate response to minimize damage to all sites.

Each direct employee assigned to an account is put through out initial training program at our office. This training program is designed to ensure our employees are aware of the intent of the specific job to which they are being assigned, the importance of customer awareness, and to be observant for broken or damaged property to report, in addition to being knowledgeable as to the particular site requirements and the methods and techniques required to safely perform the required functions. This training program explores the importance of being "customer service aware" and may include roll playing and verbal instruction in the best approach to resolving problems, as determined by the job sites to which they are assigned. We follow-up with on-the-job training, which again, as a part of site training covers the importance of customer service and job safety.

### **QUALITY CONTROL PROGRAMS**

While we would hope our efforts achieve customer happiness in an effortless manner, we recognize we are employing human beings who may not always say or do the things we wish they would. As an effort to offset the "cognitive dissonance" (those things we wish were performed but were not, or, those things that were said which we wish had not been), our site assigned supervision rove our sites, on a rotational basis, our off-site supervision periodically walk the site, and, hopefully, on a routine basis, can arrange to walk the site with a representative of your management. Such overlapping efforts are intended to assist our management achieve Total Quality Management, including your input.

In addition, The Resource Collection has a high profile of advancing successful workers to new job opportunities, as they arise. We also have a recognition of the "most improved" and "worker of the month". Each of these awards are sought after and well received by our employee base. Our company sponsors a family picnic in the summer, a fall garage sale and barbecue, and an employee Christmas Party. Our management staff has quarterly pot luck luncheons and an annual Christmas Party. Management achievement is recognized and rewarded.

### **OSHA HAZARD COMMUNICATION PROGRAM**

All employees review pertinent state and federal safety requirements (such as California's SB198 Material Data Safety Sheets for the chemicals assigned to the specific site). At our monthly safety and training programs, all staff is trained in the usage of all assigned chemicals and materials. All equipment, which is used at a specific site, is explained and staff understands dangers and safety requirements prior to being expected to work independently with equipment. All managed sub-contractors are reminded to review these concerns with their employees.

### **START-UP PLAN AND TRANSITION SUPPORT**

Once The Resource Collection is selected to provide maintenance services, a transition team (which may include Managers, Field Supervisors, anticipated on site supervisors and upper-level management) enters a six-phase transition plan. We want our management and supervisory personnel to convey to our future clients our desire to help **resolve issues before they become problems**.

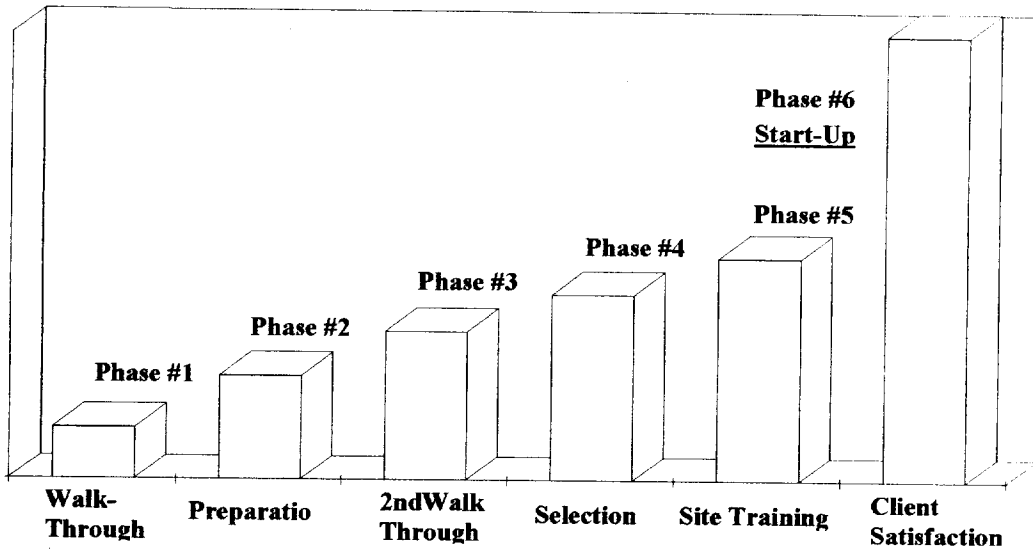
We believe it is easier to render appropriate customer service **now** rather than having to receive customer complaints later. We realize that start of services with any company service provider can be difficult; therefore we implement our six-phase transition plan. By providing our outline, your management can participate at any phase should they desire. Please review the following:



## **Six-Phase Transition Plan**

- PHASE #1**                      **Days 1 through 7**
- The Resource Collection is retained
  - Orientation
  - Walk-through of facility
  - Facility familiarity
- PHASE #2**                      **Days 7 through 14**
- Preparation
  - Review existing site procedures
  - Recruitment (if required)
- PHASE #3**                      **Days 14 through 20**
- Second walk-through (Field Supervisors)
  - Revise site procedures
  - Client Review
- PHASE #4**                      **Days 20 through 25**
- Employee/crew Selection
  - Client interview (Optional)**
    - Special employment administrator file and standards review*
- PHASE #5**                      **Days 25 through 30**
- Review site procedures
  - Create site-specific training
  - Review prior safety requirements
  - Approved scheduling
- PHASE #6**                      **Start-Up**
- Assume Duties
  - Review daily activity for at least 15 days
  - Supervisor checks every shift for two weeks
  - Client review of overall maintenance program
  - Revise site procedures, if needed

## SIX-PHASE TRANSITION PLAN



*Please note: Although our plan is outlined for a smooth transition for a new maintenance program offered to our clients, The Resource Collection is prepared to provide qualified employees **promptly** when there is a need for immediate staffing.*

## **WORK PLAN**

**The area to be covered for the WEST area of invert and attendant roadway and access area is extensive. The Resource Collection plans to cover the area with ONE truck, with a two-man crew. This crew will be able to cover 6 to 8 miles per day. We are currently cleaning the West invert areas and we have first hand knowledge of the amount of cleaning per hour that can be covered by cleaners in this area.**

**The cleaning will take five days, with two men, one a supervisor, ONE trash-hauling truck.**

**This will give the crews 12 hours per day of cleaning time and four hours to travel from the job sites to the designated dumping area.**

**Two Phases of scheduling are planned**

**The first phase should take three weeks of intensive cleaning to bring the areas to a "zero tolerance level". Cleanup will take longer per mile than the above estimate. We will absorb the extra expenses at no cost additional cost to the County.**

**As soon as the original cleanup has taken place, we can proceed with the second phase.**

**Each channel will be visited once per week. The Supervisor will check all work. All dump visits and fees will be noted and accounted for and reported to your designated official, as requested**

**Zero tolerance levels will be maintained**

**The Resource Collection, Inc. will provide two half-ton trucks and a supervisor's vehicle for the regularly scheduled weekly service.**

**We will provide whatever larger trucks are necessary for the original cleanup, ie; (A three quarter ton; 12' stake bed truck equipped with a rear lift gate and a front-end winch).**

The trucks will carry all necessary trash bags, ladders and safety equipment. The winch will be used to haul out overly heavy trash from the channels and especially from the "V" shaped channels that are too small to provide access for a truck. In addition our company has a fleet of 44 vehicles of varying capacities to be used should the need arise.

Workers will drive to your sites in the above vehicle and will pick up supplies and equipment from our headquarters or will have the supplies delivered to the site by the designated supervisor.

A lead man who would be responsible for reporting to the supervisor and an attendant laborer. The lead man will be furnished with a telephone and pager and will be in immediate contact with our office to report any untoward circumstances, hazardous waste, or trash and debris that would necessitate our sending an extra crew to assist in the removal of heavy items.

Employee trash removal training plan: We will instruct the crew to be aware of the type of trash to be removed, to be aware of the hazardous waste or what might be hazardous waste and to report same to their supervisor. They will be instructed in safety and OSHA rules. They will be instructed to lock all gates upon entering and leaving the areas. They will be given legible maps of all assigned areas that will include locations of entrances and exits. They will have Copies of the California Storm Water Best Management Practice Handbook, Volume 3 Construction BMP Handbook. They will be instructed about and be knowledgeable about the information supplied in the BMP handbook. They will be required to wear safety vests, steel toed boots, safety goggles and gloves when working. They will bag the trash, put it on the truck and take it to the dump. They will be instructed to retain dump receipts for accounting of trash and for billing purposes.

The Resource Collection Inc. will provide the department with a 24-hour seven day per week telephone number that will insure response within a two-hour time frame.

**SUBCONTRACTOR INFORMATION**

**WE WILL USE NO SUBCONTRACTORS AT YOUR SITES**

**Copies of licenses and certifications.**

**Not Applicable**

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/16/2004

INSURER  
Brook Insurance Services  
22801 Ventura Blvd, Third Floor  
Woodland Hills, CA 91364  
Phone 818-225-6200 Fax 818-225-6210

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED  
The Resource Collection, Inc.  
4901 Rosecrans Avenue  
Hawthorne, CA 90250-6691

## INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: ADMIRAL INSURANCE COMPANY

INSURER B: LINCOLN GENERAL INSURANCE

INSURER C: XL INSURANCE AMERICA, INC.

INSURER D: FIREMAN'S FUND INSURANCE

INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	CA000003438-01	3/1/2004	3/1/2005	EACH OCCURRENCE	
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				\$ 1,000,000	
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
		<input checked="" type="checkbox"/> \$10,000 BI & PD DEDT				MED EXP (Any one person)	\$ 5,000
		<input checked="" type="checkbox"/> PER CLAIM				PERSONAL & ADV INJURY	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$ 2,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
B		AUTOMOBILE LIABILITY	2510000726	5/15/2003	5/15/2004	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input checked="" type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS				AUTO ONLY - EA ACCIDENT	\$
		<input checked="" type="checkbox"/> NON-OWNED AUTOS				OTHER THAN AUTO ONLY: EA ACC	\$
					AGG	\$	
C		GARAGE LIABILITY	US00007817LI04A	3/1/2004	3/1/2005	EACH OCCURRENCE	\$ 4,000,000
		<input type="checkbox"/> ANY AUTO				AGGREGATE	\$ 4,000,000
		EXCESSUMBRELLA LIABILITY					\$
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE					\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		RETENTION \$					\$
D		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	MXI98305546	3/1/2004	3/1/2005	WC STATUTORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		OTHER INLAND MARINE - OWNED SCHEDULED CONTRACTORS EQUIPMENT					\$180,582 LIMIT-90% COIN, ACTUAL CASH VALUE, \$1,000 DEDUCTIBLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

PROOF OF INSURANCE

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
Melissa Maina

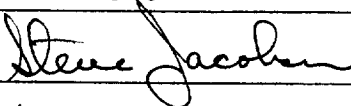
**Additional Data:**

**Prior experience on a similar project**

**We are the current contractor for your East, South, and  
West Invert channels for the County of Los Angeles**



## VERIFICATION OF PROPOSAL

<b>DATE:</b> March 21 , 2005		<b>THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS:</b>	
1. THIS DECLARATION IS GIVEN IN SUPPORT OF A PROPOSAL FOR A CONTRACT WITH THE COUNTY OF LOS ANGELES.			
2. NAME OF SERVICE:		TRASH FREE CHANNEL <u>WEST AREA</u>	
<b>DECLARANT INFORMATION</b>			
3. NAME OF DECLARANT:		STEVE JACOBSON	
4. I AM DULY VESTED WITH THE AUTHORITY TO MAKE AND SIGN INSTRUMENTS FOR AND ON BEHALF OF THE PROPOSER(S).			
5. MY TITLE, CAPACITY OR RELATIONSHIP TO THE PROPOSER IS: SEC/TREASURER			
<b>PROPOSER INFORMATION</b>			
6. Proposer's full legal name:		THE RESOURCE COLLECTION, INC	
7. Proposer's fictitious business name or dba (if any):		N/A	
8. The Proposer's form of business entity is (CHECK ONLY ONE):			
<input type="checkbox"/> Sole proprietor			
<input checked="" type="checkbox"/> A corporation:		Corporation's principal place of business: Hawthorn Calif. 90250	
		State of incorporation: California	
		President/CEO: Martin Benom	
		Secretary: Steve Jacobson	
<input type="checkbox"/> A general partnership:		Names of partners:	
<input type="checkbox"/> A limited partnership:		Name of general partner:	
<input type="checkbox"/> A joint venture of:		Names of joint venturers:	
<input type="checkbox"/> A limited liability company:		Name of managing member:	
9. The only persons or firms interested in this proposal as principals are the following:			
Name(s)	Martin Benom	Title	CEO
Street	4901 Rosecrans Ave.	City	Hawthorne
Name(s)	Paula Benom	Title	Vice President
Street	same	City	same
Name(s)	MaryIn Jacobson	Title	Vice President
Street	same	City	same
Phone	(310) 219-3272	State	CA
Fax	(310) 219-3280	Zip	90250
Phone	same	State	same
Fax	same	Zip	same
Phone	same	State	same
Fax	same	Zip	same
10. This proposal is made without collusion with any other person, firm, or corporation. The proposer has carefully examined the location of the proposed work, and is familiar with all of the physical and climatic conditions, and makes this bid solely upon the Proposer's own knowledge. The proposer has carefully examined the specifications, both general and detail, any drawings attached, and any additional communications sent and makes this proposal in accordance therewith. If this proposal is accepted, the proposer will enter into a written contract for the performance of the proposed work with the County of Los Angeles, accepting in full payment for work actually done the prices shown in the attached schedule. It is understood and agreed that the quantities set forth in the attached schedule and the Request for Proposals are but estimates, and that the unit prices will apply to the actual quantities, whatever they may be.			
<input checked="" type="checkbox"/> (1) I am making these representations on my personal knowledge;			
11. CHECK ONE: <span style="margin-left: 100px;">OR</span>			
<input type="checkbox"/> (2) I am making these representations based on information and belief that they are true.			
I declare under penalty of perjury under the laws of California that the foregoing is true and correct.			
Signature of Proposer or Authorized Agent:			
Type name and title:	Steve Jacobson      Sec/ Treasurer		

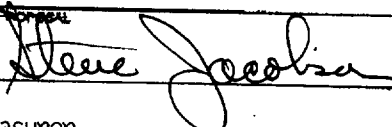
**ENCLOSURE 1.B**  
**(REVISED 3/14/05) FORM PW-2**

**SCHEDULE OF PRICES  
FOR  
TRASH-FREE CHANNEL-WEST AREA  
CONTRACT TERM JUNE 1, 2005 - DECEMBER 31, 2005**

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer shall furnish all labor, materials, transportation, taxes, equipment and supplies unless stated otherwise in the Request for Proposals. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are but estimates, and that the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	ITEM DESCRIPTION	UNIT	UNIT COST	NO. OF UNITS	TOTAL PRICE
1.	ALISO CREEK	MONTH	\$1,740.00	7	\$ 12,180.00
2.	BROWNS CREEK	MONTH	\$1,740.00	7	\$ 12,180.00
3.	UPPER LA RIVER (INCLUDING BELL CREEK, BELL CREEK - SOUTH FORK, BELL CREEK - SOUTH BRANCH)	MONTH	\$2,320.00	7	\$ 16,240.00
4.	EAST CANYON CHANNEL	MONTH	\$1,160.00	7	\$ 8,120.00
5.	PACOIMA WASH (LADPW)	MONTH	\$1,160.00	7	\$ 8,120.00

**TOTAL PROPOSED PRICE \$ 56,840.00**

LEGAL NAME OF PROPOSER THE RESOURCE COLLECTION, INC.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL 		
TITLE OF AUTHORIZED PERSON Sec/Treasurer		
DATE March 21, 2005	STATE CONTRACTOR'S LICENSE NUMBER N/A	LICENSE TYPE
PROPOSER'S ADDRESS: 4901 Rosecrans Ave. Hawthorne, CA 90250		
PHONE (310) 219-3272	FAX (310) 219-3280	E-MAIL SteveJ@ResourceCollection.com

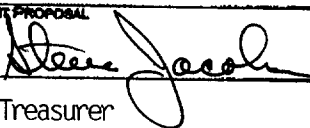
**ENCLOSURE 1.B  
(REVISED 3/14/05) FORM PW-2**

**SCHEDULE OF PRICES  
FOR  
TRASH-FREE CHANNEL-WEST AREA  
CONTRACT TERM APRIL 1, 2006 – DECEMBER 31, 2006**

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer shall furnish all labor, materials, transportation, taxes, equipment and supplies unless stated otherwise in the Request for Proposals. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are but estimates, and that the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	ITEM DESCRIPTION	UNIT	UNIT COST	NO. OF UNITS	TOTAL PRICE
1.	ALISO CREEK	MONTH	\$1,740.00	9	\$ 15,660.00
2.	BROWNS CREEK	MONTH	\$1,740.00	9	\$ 15,660.00
3.	UPPER LA RIVER (INCLUDING BELL CREEK, BELL CREEK - SOUTH FORK, BELL CREEK - SOUTH BRANCH)	MONTH	\$2,320.00	9	\$ 20,880.00
4.	EAST CANYON CHANNEL	MONTH	\$1,160.00	9	\$ 10,440.00
5.	PACOIMA WASH (LADPW)	MONTH	\$1,160.00	9	\$ 10,440.00

**TOTAL PROPOSED PRICE \$ 73,080.00**

LEGAL NAME OF PROPOSER THE RESOURCE COLLECTION, INC.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL 		
TITLE OF AUTHORIZED PERSON Sec/Treasurer		
DATE March 21, 2005	STATE CONTRACTOR'S LICENSE NUMBER N/A	LICENSE TYPE
PROPOSER'S ADDRESS: 4901 Rosecrans Ave. Hawthorne, CA 90250		
PHONE (310) 219-3272	FAX (310) 219-3280	E-MAIL SteveJ@ResourceCollection.com

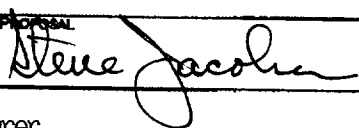
**ENCLOSURE 1.B**  
**(REVISED 3/14/05) FORM PW-2**

**SCHEDULE OF PRICES  
 FOR  
 TRASH-FREE CHANNEL-WEST AREA  
 CONTRACT TERM APRIL 1, 2007 - DECEMBER 31, 2007**

The undersigned Proposer offers to perform the work described in the Request for Proposals for the following price(s). The Proposer shall furnish all labor, materials, transportation, taxes, equipment and supplies unless stated otherwise in the Request for Proposals. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are but estimates, and that the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

ITEM	ITEM DESCRIPTION	UNIT	UNIT COST	NO. OF UNITS	TOTAL PRICE
1.	ALISO CREEK	MONTH	\$1,740.00	9	\$ 15,660.00
2.	BROWNS CREEK	MONTH	\$1,740.00	9	\$ 15,660.00
3.	UPPER LA RIVER (INCLUDING BELL CREEK, BELL CREEK - SOUTH FORK, BELL CREEK - SOUTH BRANCH)	MONTH	\$2,320.00	9	\$ 20,880.00
4.	EAST CANYON CHANNEL	MONTH	\$1,160.00	9	\$ 10,440.00
5.	PACOIMA WASH (LADPW)	MONTH	\$1,160.00	9	\$ 10,440.00

**TOTAL PROPOSED PRICE \$ 73,080.00**

LEGAL NAME OF PROPOSER The Resource Collection, Inc.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL 		
TITLE OF AUTHORIZED PERSON Sec/Treasurer		
DATE March 21, 2005	STATE CONTRACTOR'S LICENSE NUMBER N/A	LICENSE TYPE
PROPOSER'S ADDRESS: 4901 Rosecrans Ave. Hawthorne, CA 90250		
PHONE (310) 219-3272	FAX (310) 219-3280	E-MAIL SteveJ@ResourceCollection.com

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM  
APPLICATION FOR EXCEPTION AND CERTIFICATION FORM**

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Company Name: THE RESOURCE COLLECTION, INC.			
Company Address: 4901 Rosecrans Avenue			
City: Hawthorne	State: CA	Zip Code: 90250	
Telephone Number: (310) 219-3272			
(Type of Goods or Services): Channel Cleaning			

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (you must attach documentation to support your claim). If the Jury Service Program applies to your business, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, sign and date this form.

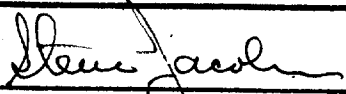
**Part I: Jury Service Program Is Not Applicable to My Business**

- ☐ My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.
- "Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.
- "Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.
- ☐ My business is subject to a Collective Bargaining Agreement that expressly provides that it supersedes all provisions of the Program. **ATTACH THE AGREEMENT.**

**Part II: Certification of Compliance**

- ☒ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

**I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.**

Print Name: Steve Jacobson	Title: Sec/Treasurer
Signature: 	Date: March 21, 2005

## CONTRACTOR'S INDUSTRIAL SAFETY RECORD

PROPOSED CONTRACT FOR: \_\_\_\_\_

THE RESOURCE COLLECTION

SERVICE BY PROPOSER \_\_\_\_\_

TRASH FREE CHANNEL CLEANING

PROPOSAL DATE: \_\_\_\_\_

March 21, 2005

This information must include all work undertaken in the State of California by the proposer and any partnership, joint venture or corporation that any principal of the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate or individual proposer. The proposer may attach any additional information or explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstances surrounding any and all fatalities.

## 5. CALENDAR YEARS PRIOR TO CURRENT YEAR

	1999	2000	2001	2002	2003	Total	Current Year to Date
1. Number of contracts	534	622	643	680	652	N/A	690
2. Total dollar amount of Contracts (in thousands of dollars)	150,000	200,000	400,000	600,000	723,000	N/a	834,000
3. No. of fatalities	0	0	0	0	0	0	0
4. No. of lost workday cases	13	11	4	1	2	30	0
5. No. of lost workday cases involving permanent transfer to another job or termination of employment	7	0	0	0	0	7	0
6. No. of lost workdays	75	194	237	3	5	514	0

The above information was compiled from the records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Steve Jacobson

Name of Proposer or Authorized Agent (print)

Steve Jacobson

Signature

March 21, 2005

Date

## CONFLICT OF INTEREST CERTIFICATION

I, Steve Jacobson

- ☐ sole owner  
☐ general partner  
☐ managing member  
☒ President, Secretary, or other proper title) Sec/Treasurer

of THE RESOURCE COLLECTION

Name of proposer

make this certification in support of a proposal for a contract with the County of Los Angeles for services within the scope of Los Angeles County Code Section 2.180.010, which provides as follows:

**Contracts Prohibited.** A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.

1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in Subdivision 1 of Subsection A serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of Subdivision 1 of Subsection A, and who:
  - (a) Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
  - (b) Participated in any way in developing the contract of its service specifications; and
4. Profit-making firms or businesses in which the former employees described in Subdivision 3 of Subsection A, serve as officers, principals, partners, or major shareholders.

I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of Code Section 2.180.010 as cited above. Furthermore, that no County employee whose position in the County enables him/her to influence the award of this contract, or any competing contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract. I understand and agree that any falsification in this Certificate will be grounds for rejection of this Proposal and cancellation of any contract awarded pursuant to this Proposal.

I certify under penalty of perjury under the laws of California that the foregoing is true and correct.

Signed

Steve Jacobson

Date

March 21, 2005

## PROPOSER'S REFERENCE LIST

PROPOSED CONTRACT FOR: THE RESOURCE COLLECTION

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone, and fax numbers before listing. Incorrect names, telephone, or fax numbers will be disregarded. Use additional pages if required.

**A. COUNTY OF LOS ANGELES AGENCIES.**

**All contracts with the County during the previous three years must be listed.**

SERVICE: Invert Cleaning	DATES: 2002-2004
DEPT/DISTRICT: EAST AREA	
CONTACT: Mr. Del Ortega	
TELEPHONE: (626) 458-6981	
FAX:	

SERVICE: Invert Cleaning	DATES: 2002-2004
DEPT/DISTRICT: SOUTH AREA	
CONTACT: Mr. Ramy Mattar	
TELEPHONE: (562) 861-0316	
FAX:	

SERVICE: Invert Cleaning	DATES: 2002-2004
DEPT/DISTRICT: WEST AREA	
CONTACT: Mr. Miguel Osorio	
TELEPHONE: (818) 896-0594	
FAX:	

SERVICE:	DATES:
DEPT/DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	

**B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES**

SERVICE: Graffiti removal	DATES: current
AGENCY/FIRM: City of Lawndale	
ADDRESS:	
CONTACT: Mr. Blane Frandsen	
TELEPHONE: (310) 970-2160	
FAX:	

SERVICE: Landscape Maint.	DATES: current
AGENCY/FIRM: Wells Fargo Bank	
ADDRESS: 110 sites	
CONTACT: Ms. Carol McGranahan	
TELEPHONE: (213) 253-6002	
FAX:	

SERVICE:	DATES:
AGENCY/FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	

SERVICE:	DATES:
AGENCY/FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	

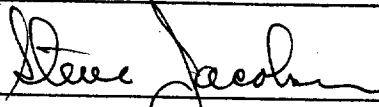


## PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name	THE RESOURCE COLLECTION, INC.
Address	4901 Rosecrans Ave. Hawthorne CA 90250
Internal Revenue Service Employer Identification Number	95-417-4472

In accordance with Los Angeles County Code Section 4.32.010, the Proposer certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

1.	The proposer has a written policy statement prohibiting any discrimination in all phases of employment.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	The proposer periodically conducts a self- analysis or utilization analysis of its work force.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Authorized representative	Steve Jacobson
Signature	
Date	March 21, 2005



County of Los Angeles  
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and  
CBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: THE RESOURCE COLLECTION, INC.	
<input checked="" type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number:	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners):		1,500				
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American			4	2	37	52
Hispanic/Latino			12	5	951	412
Asian or Pacific Islander				1		
American Indian						
Filipino			2			
White		2	8	10		

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	100 %

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: <u>Sec/Treasurer</u>	Date: <u>March 21, 2005</u>
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**GAIN/GROW EMPLOYMENT COMMITMENT**

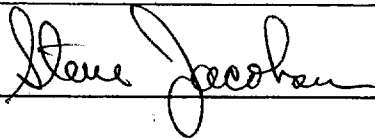
The undersigned:

- ☐ has hired participants from the County's Department of Social Services' Greater Avenue for Independence (GAIN) and/or General Relief Opportunity for Work (GROW) employment programs.

**OR**

- ☒ declares a willingness to consider GAIN/GROW participants for any future employment opening if participant(s) meet the minimum qualification for that opening, and

declares a willingness to provide employed GAIN/GROW participants access to proposer's employee mentoring program(s), if available, to assist those individuals in obtaining permanent employment and/or promotional opportunities.

Signature 	Title Sec/ Treasurer
Firm Name THE RESOURCE COLLECTION, INC	Date March 21, 2005

# TRANSMITTAL FORM TO REQUEST AN REP SOLICITATION REQUIREMENTS REVIEW

***A Solicitation Requirements Review must be received by the County  
within 10 business days of issuance of the solicitation document***

Proposer Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- ☐ Application of **Minimum Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Application of **Business Requirements**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review.  
*(Attach additional pages and supporting documentation as necessary.)*

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Request submitted by:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

*For County Use Only*

Date Transmittal Received by County: \_\_\_\_\_ Date Solicitation Released: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Results of Review - Comments:

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Date Response sent to Proposer: \_\_\_\_\_

Award information has not been added at this time.

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### Bid Information

**Bid Number :** PW-ASD 244  
**Bid Title :** Trash-Free Channel -East, West, and South Areas  
**Bid Type :** Service  
**Department :** Public Works  
**Commodity :** GARBAGE/TRASH REMOVAL AND DISPOSAL SERVICE  
**Open Date :** 2/28/2005  
**Closing Date :** 3/21/2005 5:30 PM  
**Notice of Intent to Award :** [View Detail](#)  
**Bid Amount :** N/A  
**Bid Download :** Not Available  
**Bid Description :** NOTICE IS HEREBY GIVEN that the County of Los Angeles Department of Public Works is interested in contracting for trash cleaning services in the Los Angeles County Flood Control District's East, South, and West maintenance areas. The annual cost of this service is estimated to be \$225,000 for each area.

A Proposers' Conference will be held on Monday, March 14 2005, at 1 p.m., at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room C. This facility is compliant with the requirements of the Americans with Disabilities Act (ADA). ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED EMPLOYEE IS MANDATORY. Public Works will reject proposals from those who do not attend this conference.

Proposers are encouraged to be prepared to ask questions concerning these Requests for Proposals' (RFP) and contract's requirements, specifications, terms, and conditions. Upon conclusion of the Proposers' Conference, Public Works will only provide further clarifications, modifications, and/or answers concerning this solicitation through written addenda to all who attended the Conference and only if time permits.

Proposers must document that the firm's principals and key employees have a minimum of three years experience providing services of the type described in the attached Scope of Work.

The deadline to submit proposals is Monday, March 21, 2005, at 5:30 p.m. Separate proposals for each area must be submitted to Public Works Cashier at the above address. To ensure proper identification of your proposal(s), submit it in a sealed package with your company's name and address and the name of this project clearly shown on the outside of the package.

Please direct your questions to Ms. Susy Orellana at (626) 458-4077, Monday through Thursday, 7 a.m. to 5 p.m.

If not enclosed with this notice, the RFP with specifications, terms, conditions, requirements, instructions for preparing and submitting proposals, and forms may be obtained at no charge from Public Works Cashier at the above address, Monday through Thursday, 7 a.m. to 5:30 p.m. To have it mailed, contact Ms. Orellana at (626) 458-4077, or at [lorellana@ladpw.org](mailto:lorellana@ladpw.org).

With notice of a request at least four business days before the Conference, we will make every reasonable effort to provide contract information in alternate formats and/or make other accommodations for people with disabilities. To request accommodations or obtain ADA information, please contact our ADA Coordinator at (626) 458 4081 or TDD at (626) 282-7829, Monday through Thursday, 7 a.m. to 5:30 p.m.

**Contact Name :** Susy Orellana  
**Contact Phone# :** (626) 458-4077  
**Contact Email :** [lorellana@ladpw.org](mailto:lorellana@ladpw.org)  
**Last Changed On :** 3/1/2005 4:44:50 PM

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**County of Los Angeles**  
**Request for Local Small Business Enterprise (SBE) Preference Program Consideration and**  
**SBE Firm/Organization Information Form**

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: THE RESOURCE COLLECTION, INC.	
<input checked="" type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number:	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

<b>Business Structure:</b>	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners):		1,500				
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Members		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American			4	2	37	52
Hispanic/Latino			12	5	951	412
Asian or Pacific Islander				1		
American Indian						
Filipino			2			
White		2	8	10		

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	100 %

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: Sec/Treasurer	Date: March 21, 2005
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All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: <u>TRAVERS TREE SERVICE INC.</u>	
<input checked="" type="checkbox"/> I AM NOT	A, Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number: <u>03500701</u>	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise
<input type="checkbox"/> Other (Please Specify):					
Total Number of Employees (including owners): <u>56</u>					
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:					
Black/African American					
Hispanic/Latino			3	18	44
Asian or Pacific Islander					3
American Indian					
Filipino					
White	1		2	1	1

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	100 %
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

<u>N/A</u>					

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: <u>[Signature]</u>	Title: <u>Vice President</u>	Date: <u>March 21, 2005</u>
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All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: <u>Sun-Scapes Landscape Company, Inc.</u>	
<input type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input checked="" type="checkbox"/> I AM	
<input checked="" type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number: <u>#0036526</u>	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise
<input type="checkbox"/> Other (Please Specify):					
Total Number of Employees (including owners): <u>15</u>					
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:					
Black/African American					
Hispanic/Latino			<u>1</u>		<u>10</u>
Asian or Pacific Islander					
American Indian					
Filipino					
White	<u>1</u>	<u>2</u>	<u>1</u>		

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	<u>49</u> %
Women	%	%	%	%	%	<u>51</u> %

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)


**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: <u>[Signature]</u>	Title: <u>PRESIDENT</u>	Date: <u>3.16.05</u>
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Request for Local Small Business Enterprise (SBE) Preference Program Consideration and  
SBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: <b>WOODS MAINTENANCE SERVICES, INC.</b>	
<input type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input checked="" type="checkbox"/> I AM	
<input checked="" type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number: <b>05696502</b>	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): <b>72</b>						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/Associate Partners		Employees		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino			9		54	4
Asian or Pacific Islander						
American Indian			1			
Filipino						
White			2	1		1


**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	50 %
Women	%	%	%	%	%	50 %

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: <b>PRESIDENT</b>	Date: <b>3/21/05</b>
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**County of Los Angeles**  
**Request for Local Small Business Enterprise (SBE) Preference Program Consideration and**  
**CBE Firm/Organization Information Form**

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: <u>FREY ENVIRONMENTAL, INC.</u>	
<input checked="" type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number:	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): <u>24</u>						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino					5	
Asian or Pacific Islander						2
American Indian						2
Filipino						
White	1		6	2	6	

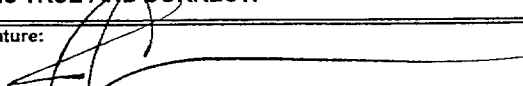
**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	100 %
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: <u>PRESIDENT</u>	Date: <u>3/16/05</u>
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All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: Los Angeles Conservation Corps	
<input checked="" type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number:	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input checked="" type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): 135						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Black/African American			2	5	4	5
Hispanic/Latino			4	5	23	43
Asian or Pacific Islander			1	1	2	8
American Indian			1	0	1	0
Filipino						
White			7	7	3	6

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed. Not applicable

	Male	Female	Male	Female	Male	Female
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)


**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: Executive Director	Date: 03-18-05
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**County of Los Angeles**  
**Request for Local Small Business Enterprise (SBE) Preference Program Consideration and**  
**CBE Firm/Organization Information Form**

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: <u>Midori Gardens</u>	
<input checked="" type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number:	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

<b>Business Structure:</b>	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): <u>150</u>						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino			<u>5</u>		<u>136</u>	
Asian or Pacific Islander	<u>1</u>		<u>2</u>			
American Indian						
Filipino					<u>1</u>	
White					<u>3</u>	<u>2</u>

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvan- taged	Disabled Veteran	Expiration Date

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: <u>Corp. Sec.</u>	Date: <u>3/18/05</u>
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**County of Los Angeles**  
**Request for Local Small Business Enterprise (SBE) Preference Program Consideration and**  
**CBE Firm/Organization Information Form**

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: <b>L. Barrios &amp; Associates Inc.</b>	
<input type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input checked="" type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number: <b>50551601</b>	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

<b>Business Structure:</b>	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): <b>30</b>						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino	1		2		25	
Asian or Pacific Islander						
American Indian						
Filipino						
White				1	1	

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	100%	%	%	%	%
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: <b>President</b>	Date: <b>March 21 - 2005</b>
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All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: <u>International Environmental Corporation</u>	
<input type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input checked="" type="checkbox"/> I AM	
<input checked="" type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number: <u>12343</u>	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): <u>32</u>						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owner/Partner/Associate Partners		Operators		Staff	
	Male	Female	Male	Female	White	Female
Black/African American						
Hispanic/Latino	<u>1</u>		<u>2</u>		<u>24</u>	<u>2</u>
Asian or Pacific Islander					<u>1</u>	
American Indian						
Filipino						
White					<u>2</u>	

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	<u>100</u> %	%	%	%	%
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date
<u>City of Los Angeles</u>	<u>X</u>		<u>X</u>		<u>4-29-05</u>

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: <u>[Signature]</u>	Title: <u>President</u>	Date: <u>3-21-05</u>
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Proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

### LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME: <i>Far East Landscape</i>	
<input type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input checked="" type="checkbox"/> I AM	
<input checked="" type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number: MTA 4253	

II. **FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input checked="" type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise
<input type="checkbox"/> Other (Please Specify):					
Total Number of Employees (including owners): 19					
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:					
Black/African American					
Hispanic/Latino					
Asian or Pacific Islander	1		1		16
American Indian					
Filipino					
White					


III. **PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	100 %	%	%	%
Women	%	%	%	%	%	%

IV. **CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

MTA	X		X		10/05
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V. **DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: owner	Date: 03/15/05
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All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: <u>Executive Suite Services, Inc.</u>	
<input type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input checked="" type="checkbox"/> I AM	
<input checked="" type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	
My County (WebVen) Vendor Number: 02999501	

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): <u>30</u>						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnicity	Sole Proprietorship/Partnership		Corporation		Nonprofit	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino			2		18	5
Asian or Pacific Islander						
American Indian					2	
Filipino						
White	1			2		

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	100 %
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Certification Date

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: <u>[Signature]</u>	Title: <u>President</u>	Date: <u>3-21-05</u>
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**County of Los Angeles**  
**Request for local Small Business Enterprise (SBE) Preferences Program Consideration and**  
**CBE Firm/Organization Information Form**

**All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.**

**1. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: <u>California Conservation Corps</u>	
<input checked="" type="checkbox"/> I AM NOT	A local SBE certified by the County of Los Angeles Office of Affirmation Action Compliance as of the date of this proposal/bid's submission
<input type="checkbox"/> I AM	
<input type="checkbox"/> as an eligible local SBE, I request this proposal/bid be considered for the local SBE Preference.	
My County (WebVen) Vendor Number:	

**11. FIRM/ORGANIZATION:** The information requested below is for static purposes only. On Final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input checked="" type="checkbox"/> Other (Please Specify): State Agency						
Total Number of Employees (including owners): 1500 Statewide 100 Locally						
Race/ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owner/Partner/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American			2	4	20	10
Hispanic/Latino			1		10	5
Asian or Pacific Islander						1
American Indian					1	1
Filipino						
White			2	1	2	1

**111. PERCENTAGE OF OWNER IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed. N/A

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGE, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantage or disabled veteran owned business enterprise by a public agency, complete the following and attached a copy of your proof of certification.

Agency Name	Minority	Women	Disadvantage	Disabled Veteran	Expiration Date
N/A					

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: <u>[Signature]</u>	Title: <u>Conservation Supervisor</u>	Date: <u>3/21/05</u>
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